

THE  
OECONOMY  
OF  
HIS MAJESTY'S  
NAVY-OFFICE.

CONTAINING

The several Duties of the Commissioners and Principal Officers thereof.

Being the first Rules establish'd for them by His Royal Highness the Duke of York, then Lord High Admiral of England and Ireland, under King Charles II, and continu'd in Force to this Day, with several Letters relating to the same, from His said Royal Highness, to the Navy Board.

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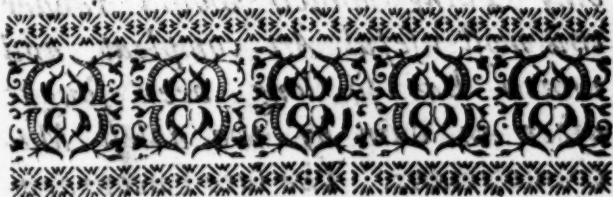
*By an Officer of the Navy.*

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London, Printed for Johas Browne, at the Black Swan and Bible without Temple-bar, and Richard Mount on Tower-hill, 1717.

PREFACE





# THE PREFACE.

THE Art of Navigation  
 has these latter Ages  
 been improv'd to such  
 a Degree of Perfection,  
 that there scarce seems  
 to be room left for any further  
 Addition, unless that which in all  
 Likelihood may be ever wish'd for,  
 with little or no Hope or Proba-  
 bility

bility of being attain'd. This is the finding of the Longitude, the only Thing which would render this most useful Art compleat, and which has so long been sought after in vain by the ablest Mathematicians. The late Encouragement of a considerable Reward offer'd to the Discoverer of this great Secret, set many Heads to attempt it, but with how little Success the World is sufficiently convinc'd.

But as this small Treatise does not extend to speak of Navigation in general, being confin'd to the Management of the Royal Navy in particular, it will be proper to come to the Subject in hand. In former Ages the Proceedings in this Case were not so regular as they have been of late. If we look back to Antiquity, whence many deduce the Dominion of the Sea,

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Sea, we shall scarce find any Naval Power. The Romans found none here to oppose them, for History informs us, that the Britons in those Days, had only a few small Vessels made of Wicker, and cover'd with Hides. Nor do they seem to have improv'd by the coming of those People, since the Saxons never met with any Opposition at Sea. The Princes of that Nation, after they had subdu'd this Island, are the first reported to have had Fleets here. Among these Egbert, by some call'd King of England, is said to have had many Ships about the Year 540; and Alfred the like, 30 or 40 Years after; but King Edgar, if we may rely upon such Accounts, far out-did all others, being reported to have kept 1600 Sail; others say more, at Four several Stations, for the Security of the

A 3

Island.

Island. How true these Relations are is not worth the controverting. This is certain, that both before and after that Time the Danes coming by Sea, infested and ravag'd all England, till they had at last entirely subdu'd it, nor does it appear that ever they met with any Repulse from the so much boasted of English Naval Power. Experience, it seems, never made those People wiser; for to come to the Normans, King William the Conqueror made his Descent, without any Encounter at Sea.

His Successors afterwards frequently went over into Normandy, and some of them sent Fleets even into the Mediterranean, in the Holy Wars, as King Richard the first, yet had they not any standing Navies for many Tears, their Ships were generally such as they

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they could pick up, belonging to Merchants, and such as they oblig'd every County to furnish. In the Days of Queen Elizabeth the Navy Affairs, tho' in some better Posture than they had been before, were still very mean and imperfect, as may be seen by the Accounts given thereof by Sir William Monson, then an Admiral, and perhaps one of the most knowing Men in what related to them. The peaceable Reign of King James the first, as it left impending Ruin upon his Son and Successor King Charles the first, so it utterly sunk the Fleet, into such a Condition as gave Occasion to his said Son to use such Methods for the retrieving of the same, as gave a Handle to begin that Rebellion, which proceeded so far as to murder him in the Face of the World, under the scandalous Pretence of

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*a judicial Execution. That King, by the Example of many of his Predecessors, made out at the Tryal of Mr. Hambden, one of the prime Sticklers of that Time, would have oblig'd the Subjects to equip a Fleet for the Defence of the Nation. He sunk under the Attempt and the Kingdom, to save that necessary Charge into an infinite Expence of Blood and Treasure.*

*The Powers at that time provided better for the Sea, the Parliament set out a good Fleet, Oliver Cromwell not only improv'd, but made good Use of it in bumbling the Dutch. At that Time it was that the first considerable Regulations we have an Account of were made for keeping up of the Naval Power.*

*King*



## The Preface. ix

King Charles the second being Restor'd, immediately took the Naval Power into Consideration, committing the Charge of it to his Royal Brother James Duke of York, as Lord High Admiral of England, who then caus'd the Regulations, here made publick, to be drawn up, which have ever since been a standing Rule to that Office, being so perfect in themselves, that it has not been thought requisite to alter them to this Day. They are of Use not only to such as have Employments, or Business there, but to all Persons in general who have the least Curiosity to be acquainted with what so highly concerns the Nation. There are too many, and those not ignorant Persons in other Respects, who can scarce distinguish between the Admiralty and Navy Offices, because both have

*a Relation to the Maritime Power, they are apt to confound them, or at best the Notion they have of the Difference between them is very confused. The Reading of these Instructions will set them in a true Light, and give a just Idea of the Duties of all Persons concern'd in the Navy Office. Nor are these Rules less advantageous for all Traders in Naval Stores, who at one View will be inform'd of the Method of dealing with those Officers of the Crown, with whom they may have the greatest Vent for their Commodities. In short, no Man that is desirous of Knowledge, can justly reject this Part. We are generally inclin'd to search after Antiquities, and desire to know what was done in the remotest Ages, and very often neglect to enquire into what the present Management of the*  
World

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*World is at this Time, like young Men sent abroad to travel and see foreign Countries, who having spent some Tears in that Employment return home and live at Ease, well satisfy'd with talking of what they have seen in other Parts, when at the same time they are totally ignorant as to their own native Soil. The Management of the Navy is so considerable a Part of the Government of the Nation, that it very well deserves to be look'd into by all Persons of the least Curiosity.*

*To return to the Navy, King Charles the second soon advanc'd it to a much better Condition than that it had been in during the Usurpation, and in the Two Dutch Wars sufficiently made it appear that those People could not look the English in the Face at Sea,*  
if

*if these would but be true to themselves, for had not some Men been more fond of that Nation than of their own, Holland would never have been able to lift up its Head again. After the said Wars, the Naval Affairs were still so well carry'd on, that in the Year 1678 the Royal Navy was in a better State than had ever before been known in England, for in Four Months Time the King could have fitted out 83 of his own Ships of War and Fireships, compleatly furnish'd with 6 Months Sea Stores, and there were actually in 1679 Seventy Six of them in Sea Pay, carrying 12000 Men. Besides, there were at that time Thirty Capital Ships building, which if things could have been carry'd on as till then, would have render'd the British Marine Power invincible.*

*But*

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But the Confusions which en-  
su'd, soon alter'd that flourishing  
Prospect. The Admiralty was put  
into the Hands of Commissioners,  
who during their Five Years Ad-  
ministration suffer'd all Things to  
run to Ruin, till in the Year 1684,  
King Charles being made sensible  
of the Behaviour of those Com-  
missioners, took upon himself the  
Management of the Royal Navy,  
assisted by his Brother the Duke  
of York. The aforesaid Commis-  
sioners had brought the Navy to  
such a miserable State in those Five  
Years, that at the Time of their  
Removal there were Twenty Four  
Men of War at Sea, none of  
them above a Fourth Rate, and  
carrying only 3070 Men; the  
Ships in Harbour so far out of  
Repair, that the Charge of only  
repairing, without any Stores, was  
computed at 120000 l. all the  
Stores

*Stores in His Majesty's Magazines not valu'd at 5000 l. and the Thirty new Ships before mention'd, which had never yet been out of Harbour, were so rotted and spoil'd, that their Planks were ready to drop into the Water, and several of them in Danger of sinking at their Moorings, and this notwithstanding there had been 670000 l. expended for the building of them, which was 170000 l. more than they had really cost building, and that the Lord Treasurer made it appear, that 400000 l. had been paid yearly for the Navy.*

*Such had been the Management of the aforesaid Commissioners, which King Charles had undertaken to retrieve, but was prevented by Death. His Royal Brother King James then ascending the Throne, prosecuted what his*  
Pre-



## The Preface.

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Predecessor had begun, and was as ill serv'd as the other had been, for after 90000 l. paid to the Navy Officers towards repairing of the Fleet, it was found to be in a worse Condition than it had been before the Payment of that Money. Hereupon His Majesty resolv'd to put that Affair into other Hands, and accordingly committed the same to Sir Anthony Dean, Sir John Berry, Mr. Hewer and Mr. Michel, assigning them 400000 l. a Year for Repairs, Sea Stores and all other Naval Expences. These it is to be observ'd were the new Commissioners added to the old, of which the Lord Falkland and Sir John Narborough were to continue with them at the Board, the first of those Two continuing Treasurer.

The

The first Meeting of these Commissioners was in April 1686, when they soon made known the Weakness of the Reasons alledg'd for the Decay of the new built Ships in so short a Time, which were their having been too hastily built, and consisting of foreign Plank and Timber. For as to the first, it appear'd that the shortest Time any of them had lain upon the Stocks had been Nine Months, and some of them Two or Three Years, whereas other Men of War built before them had been finish'd in Six Months, and always prov'd good and sound. As to the Second Reason, it was found more preposterous, because of above 35000 Loads of Timber provided for those Ships, not above 500 had been of foreign Growth. Besides, Nine of the most able Builders in the Kingdom gave it  
in

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in under their Hands to the King, that the foreign Plank is more durable, and every way better for the building of large Ships than the English. This will startle many who being fond of their own Country, imagine it affords every thing better than any other Part of the World, and particularly the Oak which they conceit far exceeds any in the World for building of Ships, whereas so many knowing Men, who spoke not upon Notion, but by Experience have so positively declar'd that the Plank brought from Dantzick, Riga, &c. of the Growth of Poland, Prussia and Bohemia, does far exceed any of English Growth, and this Declaration of so many able Shipwrights was confirm'd unanimously by the aforesaid Commissioners; whereupon an Order of Council pass'd to authorize the  
Com-

*Commissioners of the Navy to contract for foreign Plank, for the Use of His Majesty's Ships. All Diligence was then us'd in repairing the whole Fleet, and putting it into a Condition to be serviceable upon Occasion, to which Effect extraordinary Quantities of all Sorts of Sea Stores were bought, so that the Magazines and Yards were better provided than they had been before.*

*No less Care was taken for the restoring of Discipline at Sea, and preventing all Sorts of Disorders, and accordingly in July 1686, His Majesty made a Regulation to this Effect, 1. That no Commander of any of His Majesty's Ships should for the future presume to take aboard, or carry from one Port to another, any Money, Plate, Bullion, Jewels or  
other*

other Merchandize or Goods whatsoever, upon Pain of being discharg'd from their present Employment, and render'd incapable of any for the future. 2. That none of them should carry any Passengers, except Subjects redeem'd from Slavery, Shipwreck'd, or taken at Sea out of foreign Ships. 3. That Copies of all Orders given at Sea should be transmitted to the Admiralty. 4. That all Commanders of Ships should send Accounts of their Proceedings every Time they put into any Port. 5. That at the End of each Voyage they should deliver in a Book containing a particular Journal of all the Time they had been abroad. Lastly, His Majesty of his own Bounty was pleas'd to augment the Allowances of the Sea Commanders, for encouraging of them to perform their Duty in  
this

this manner: The Commander of a first Rate his standing Allowance as before 273 l. 15 s. and for Victualling 12 l. 3 s. 4 d. the Addition made by His Majesty was 250 l. a Year for his Table. To the Captain of a Second Rate, whose Allowance was 219 l. besides 12 l. 3 s. 4 d. for Victualling, the King added 200 l. a Year. To the Captain of a Third Rate, whose Allowance was 182 l. besides the 12 l. 3 s. 4 d. for Victualling 166 l. 5 s. To the Captain of a Fourth Rate before allow'd 136 l. 10 s. with the same as above for Victualling, 124 l. 5 s. To the Captain of a Fifth Rate, before allow'd 109 l. 10 s. with the Victualling as above, 100 l. and lastly to the Captain of a Sixth Rate before allow'd 91 l. and Victualling as above, 83 l. This without altering any thing of



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of what had been before allow'd to Flag Officers. And for the Encouragement of such as were employ'd against the Infidels in Barbary, the King gave them the full Benefit of all the Prizes they should take, Hulls, Furniture, Lading and Slaves, to be divided between the Commander or Commanders and their Officers and Companies.

Through the Care and Industry of the above-nam'd Commissioners and His Majesty's particular Application, the Fleet so decay'd as has been said before was re-establish'd in such manner, that from an ordinary Summer Guard, in less than Two Months no less than 67 Ships of War and Fire-ships were put to Sea, besides Tenders, Yachts, &c, whereof 12 Third, 28 Fourth, 2 Fifth and

and 5 Sixth Rates, with 20 Fire-ships. Besides this the whole Navy was fully repair'd and a compleat Proportion of 8 Months Sea Stores actually provided, and left in distinct and proper Repositories for every Ship so repair'd. Besides, there was laid up in Magazine such a further Reserve, for answering the general Service of the Navy, as amounted in Eight only Species thereof to the Value of above 100000 l. being all Foreign Commodities and of the highest Importance, viz. Hemp, Pitch, Tar, Rosin, Canvas, Iron, Oyl and Wood, and more Magazines erected for the Preserving of the said Stores than had ever been before, by all the Kings of England put together.

Nor is it fit to omit one of the greatest of Improvements then made,  
which

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which was to reduce the future Maintenance of His Majesty's Fleet at Sea in their whole Wear and Tear to no higher a Charge than that of Twenty Two Shillings a Man per Month, which was then also made good, saving thereby to the Crown a vast Expence. What has been perform'd by the present Board of Admiralty must be refer'd to a fitter Opportunity.

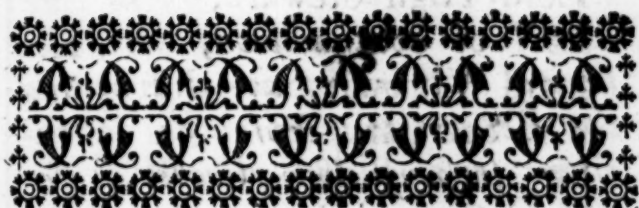
To conclude, I shall only mention what Number of Ships the whole Royal Navy, whether at Sea or in Harbour, then consist'd of, viz. 9 First Rates, 11 Second Rates, 39 Third Rates, 41 Fourth Rates, 2 Fifth Rates, 6 Sixth Rates, 3 Bomb Vessels, 26 Fire-ships, 6 Hoys, 8 Hulks, 3 Ketches, 58 Smacks, and 14 Yachts. In all 173 Sail, carrying 42003  
Men

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*Men and 6930 Guns. I will here leave the Prosecution of this Historical Account of the Navy, and the Reader to peruse the Instructions and Rules prescrib'd for the Management thereof, lest the Preface should grow too long for so small a Treatise.*



THE



THE  
OECONOMY  
OF THE  
NAVY OFFICE.

*At the Court at Whitehall, July 4. 1660.*

P R E S E N T

The King's most Excellent Majesty.

The Duke of York,  
Duke of Gloucester,  
Lord Chamberlain,  
Earl of Barkshire,  
Lord Roberts,  
Mr. Secretary Nicholas,  
Lord Chancellor,

B

Lord

Lord High Steward,  
 Earl of *Southampton*,  
 Lord Viscount *Say and Seal*,  
 Mr. Secretary *Morris*,  
 Sir *Anthony Ashley Cooper*,  
 Lord General *Monk*,  
 Lord Great Chamberlain,  
 Lord *Leicester*,  
 Lord *Wentworth*,  
 Mr. *Denzill Holles*,  
 Mr. *Arthur Annesly*.



UPON Consideration of a  
 Report made by the Com-  
 mittee appointed to confi-  
 der of a Paper given in  
 by His Royal Highness the Duke of  
*York* for the Regulating the Affairs  
 of the Admiralty and Navy, this  
 Day read at the Board.

It is Order'd by His Majesty sit-  
 ting in Council, that His Royal  
 Highness do Appoint and Authorize  
*John Lord Berkley*, Sir *William Penn*  
 and *Peter Pett*, Esq; to be Commis-  
 sioners



*of the Navy Office.* 3

sioners for the Navy, forthwith to assist and joyn with Sir *George Carterett* Treasurer Comptroller, Sir *William Ballen* Surveyor and *Samuel Pepys* Esquire, Clerk, Principal Officers of the Navy, in the Management of the Affairs thereof. And it is also Order'd by His Majesty, that his said Royal Highness do revoke and annul the Authority by him granted unto the former Treasurer, Officers and Commissioners of the Navy.

Requiring them to act no longer in those Employments, and to cause all the Books, Records and Papers, as also the several Offices, Furniture and Necessaries, that have lately been and yet are employ'd by the said Commissioners of the Navy, to be deliver'd into the Hands of *Samuel Pepys*, Esq; Clerk of the Acts, taking his Acknowledgment for their sufficient Discharge. And it is further Order'd by His Majesty, that

in Case there be now remaining in the Hands of *Richard Hutchinson*, Esq; Treasurer of the Navy, any of His Majesty's Treasure paid to him as Treasurer aforesaid, that he the said *Richard Hutchinson* do cause the same to be forthwith deliver'd into the Hands of *George Carterett* now appointed Treasurer in his Room, for which a Receipt under the Hand of the said *George Carterett* shall be unto him a sufficient Discharge, which Sum or Sums of Money so by him deliver'd, the said Officers and Commissioners of the Navy now to be Appointed for Management of the Affairs thereof, are hereby requir'd to see charg'd on the Front of the Ledger-book of the Accounts of the said *Sir George Carterett*, Provided that nothing herein contain'd extend to the Removing or Altering of the Victualling, but that it continue in the same Hands as it now is till further Order.

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*of the Navy Office.* 5

Provided also that *Peter Pett, Esq;* be not oblig'd to a continual personal Attendance jointly with the other Officers, but that his chief Care be employ'd at *Chatham* the Place of his Ordinary Residence. And it is likewise Order'd by His Majesty sitting in Council, that the Orders of the 31<sup>st</sup> of *May* and 2<sup>d</sup> of *June* last, whereby the Commissioners of the Admiralty and Navy were impower'd to act as formerly, be recall'd, and that the said Commissioners do forbear to act from henceforth in Pursuance of the said Order; but leave the Management of the Affairs of the Navy to the Commissioners, to be Appointed by His said Royal Highness in Pursuance of this Order. And the said Commissioners are to cause all Books and Papers, as also the several Offices and Furniture, with other Necessaries that have lately been and still are employ'd in, or for the Service

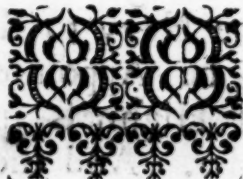
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*The Oeconomy*

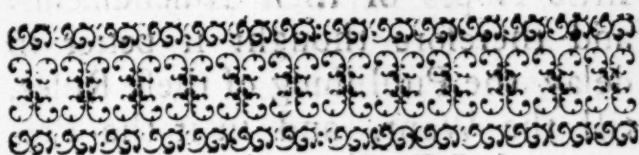
of the Admiralty and Navy, to be  
deliver'd into the Hands of *Samuel  
Pepys*, Esq; Clerk of the Acts, whose  
Receipt under his Hand shall be their  
sufficient Discharge,

*Richard Browne.*

*This is a True Copy*  
*Samuel Pepys.*



FOR



FOR THE  
*Principal Officers and Com-  
missioners of His Maje-  
sty's Navy.*

GENTLEMEN,

**H** Having long deferr'd the  
sending to you a Book con-  
taining the Duties of the  
several Officers belonging  
to His Majesty's Navy, not that I  
thought it unnecessary they should  
be instructed in it, but that I was  
inform'd that the present Want of  
Money had so hardned and embol-  
den'd many Persons in their Negli-  
gences and Abuses, that there was

B 4

little

little Hopes of their Amendment ; and therefore thought it better to delay the Publishing of these Rules, till the Want, and in it the Pre-  
tence of Offending where remov'd, and till the King were enabled to Pay and Discharge from his Service such whose Examples carry more of Danger than their Service affordeth Use. And therefore I desire you that your first Care may be when there is Mony supply'd to the Treasurer of His Majesty's Navy, to discharge unnecessary Workmen in the Yards, and the next to set a Mark on such as shall appear to have serv'd either deceitfully or neglectingly, that they may not hereafter be entred into His Majesty's Yards upon any Occasion of Work for the future, that so the Severity toward such as have offended for the Time past, may be a means to continue others in their Duty for the Time to come.



I must recommend to you the Examining the Ordinary in His Majesty's Yards, which I am inform'd is in some of them rather fit for an Hospital than the King's Service, an Abuse which must not be suffer'd. Such as are become impotent by the Service of the Navy, are to expect their Relief from the Chest; towards which the Payments cannot but have been very great of late; and since the End of the Dutch War the Occasions of maim'd Men cannot have been very great; and therefore I doubt not but if the Chest be well govern'd it will succour those poor People without burthening the Ordinary.

In the next Place, I desire you to take an exact Account of the Behaviour of the several Officers in the Yards, who are intrusted with the King's Expence there, in which if you find any to be prodigal, I desire you to suspend them their Em-

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ploy-

ployments, and to certify me of their Offences, and I shall give such Order as shall deter others from such Abuses. And under this Head I desire you to examine, if the Master Shipwrights have put the King unto any unnecessary Charge in Repairs of Ships, and particularly if they have exceeded their Estimates for such Repairs; or if they have for the beautifying their own Work, bestow'd more Charge in Carving and Adorning than was proper; and where you find Offences of this Nature, according to the Degree of it to watch more narrowly to their Actions for the future; or to report to me the Nature of their Offences for the punishing them according to such Desert.

But if any Storekeeper, or other Officers, who are intrusted with the Viewing and Judging the Condition of those deliver'd into the several Yards shall have so far falsify'd their  
Trust

*of the Navy Office.* 11

Trust, as to make a false Report of the Quality of the Stores so deliver'd in, and by it shall have mis-guided you in the signing Bills for Stores, which are indeed unuseful, or not of equal Value and Goodness to the Price given on their Report ; I suppose it will be needless to press you to be strict and severe towards them, since your selves are so much concern'd in it, and that if they be not punish'd for such Crimes, it will reflect upon you, as if, notwithstanding a true Report of the Unserviceableness of the said Stores, you had proceeded to expend His Majesty's Treasure in Goods unfit for the Service ; and therefore the Consequence of this being of so high a Nature, both as to the real Service to His Majesty, and to the Reputation of the Management of the Affairs of the Navy, I desire you to be extraordinary careful in it. As to the Management of Affairs amongst  
you.

your selves, that I shall principally recommend to you is, that there be due and timely Information gotten of the Quantity of each sort of Goods needful in the Navy, which are to be bought, and the Prices, in both which I desire you not to rely wholly on the Information of Purveyors or any single Person, but to use all means to be fully inform'd, and being so inform'd, to make your Contracts at your Publick Meetings, at the Navy Office; and in Contracts of great Value, to give your selves some Days for Enquiry before the concluding the Contract, that so you may not be misguided by a suppos'd Necessity of buying of any one Merchant, when possibly others might furnish cheaper and better: And by this Method as th King's Contracts may probably be made with better Husbandry, so will it be no small Advantage to His Majesty,

jesty, in that it will take away all Occasions of calumniating his Officers; it being impossible but the least Reproach (tho' unjust) upon Officers so highly intrusted as your selves, should, by the Diminution of your Authority towards your inferior Officers, redound very much unto the Disservice of His Majesty.

I desire you as oft as Ships return from any Voyage and are paid off, to make a strict Enquiry by the Commanders and Masters of the Ability and Behaviour of all the standing Officers during the Voyage, and if any shall be found unable or unfit for their Employments, to certify the same to me. This Inquisition, judge ye, the most necessary, for that there hath been a Necessity to remove divers of the Warrant Officers, and put others in their Places, rather on the Presumption of their good Affections, than that there  
could

could be any Certainty of their Ability; so that it will be necessary to have a Review of such as have been so put in, after the Experience had of them by a Voyage; and in Order to your better Information, you may let the Commanders and Masters know, that I expect they should be careful and exact in their Certificate (which I wou'd have to be under their Hands) for if it shall appear that thro' Favour or Affection they have given a false Account of them, I shall impute it either to Ignorance or Unfaithfulness, which will render them incapable of any future Employments in His Majesty's Service.

These things together with a Book containing the Duties of the several Officers, I thought it proper to recommend unto your Care at this time; expecting that ere long there will be such a Supply of Money  
to



*of the Navy Office.* 15

to the Navy, as will enable you  
to put all other good Rules as well  
as these vigorously in Execution.  
I am

Your Affectionate Friend

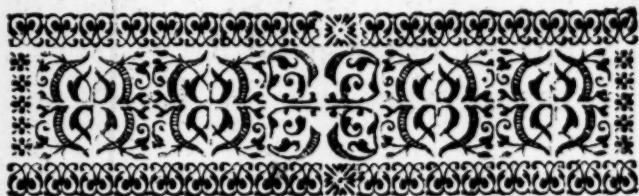
*Whitehall, Jan.*

20. 1661.

JAMES.



James



*James Duke of York and  
Albany, Earl of Ulster, Lord  
High Admiral of England and  
Ireland, Constable of the Castle  
of Dover, and Lord Warden of  
the Cinque Ports, &c.*

*Occasions of the Instructions.*

*W* Hereas I understand that  
there arise frequently  
Doubts and Disputes a-  
mongst some of the Offi-  
cers belonging unto His  
Majesty's Navy, concerning the Du-  
ties of their severall Places, whereby  
the

the said Officers are not only very much disquieted amongst themselves, but the King's Service is much prejudic'd thro' the Neglect occasion'd by the said Disputes.

*Their Instructions.*

For the Prevention of the Growth or Continuance of those or suchlike Inconveniencies arising from the Ignorance or Neglect of the Duties belonging to the several Offices, I have thought fit to ratify and confirm certain Orders publish'd by the Earl of *Northumberland*

(being then Admiral) with some small Additions and Alterations;

*The Confirmation and Original.*

all which I hereby require you not only yourselves carefully to put in Execution so far as they concern your own Duties, either in general, or in particular, but likewise to declare

clare and publish the Receipt to the Inferior Officers, and so much as in your lyeth, to exact a due Obedience to them ; and further, I think fit to direct, that if you either have, or shall have observ'd any Corruption or Neglect in the Service of His Majesty's Navy, against which you judge the Rules annex'd may not be a sufficient Remedy , that either jointly or severally, as Occasion shall offer it self, you are to give me Notice thereof, and withal to let me know what Remedies you conceive most proper for the Prevention of such Neglect and Abuses, as you do now, or shall from time to time, observe to the Prejudice of His Majesty's Service, and I do hereby require all Officers belonging to His Majesty's Navy, either in His Majesty's Ships or Yards, to obey and conform to their Rules as they will

*of the Navy Office.* 19

will answer the contrary at their  
Perils.

Given under my Hand at *White-*  
*hall* this 28th Day of *Jan.*  
1661. To the Principal Of-  
ficers and Commissioners of  
His Majesty's Navy.

**JAMES.**



*The*



*The Duty of the Principal Officers  
and Commissioners of His Maje-  
sty's Navy, jointly and separately,  
Consider'd.*

*The General Subject of their Con-  
sultations, and Manner of their  
Proceedings.*

1<sup>st</sup>,  O consult and advise to-  
gether how to transact  
all Affairs, tending ei-  
ther to the Well-govern-  
ing of His Majesty's Navy, and all  
subordinate Ministers thereof, where-  
in they are to proceed by Common-  
Council and Argument of most Voi-  
ces, endeavouring jointly to advance  
His



*of the Navy Office.* 21

His Majesty's Service, without any private or indirect End.

*Particularly the State of Ships and Stores.*

2<sup>ly</sup>, They are to propose to their Considerations the present State and Condition of the Navy, either in respect of the Number of Ships, their Tunnage, Manner of Building, Age, Defects, &c. or of the Magazine of Stores of all sorts whatsoever, how furnish'd, in the General or distributed to each particular Yard, where the Service may require their Expence.

*To consider what Cordage is necessary for Six Months Home-service, and for a constant Magazine of that and others, &c.*

3<sup>ly</sup>, They are to consider what Cordage is fit and requisite for twice Moor-

Mooring and Rigging, and setting to Sea, all His Majesty's Navy for Six Months for Home-service, and to state the Number of Tuns requir'd as a competent Quantity for a Magazine of that Sort. Provisions to be always in Store for a Supply of all Services. In like Manner they are to proportion a certain Quantity of Masts, Yards, Sails, Anchors, Cables, Timber, Planks, Rosin, Tar, Deals, &c. to be either belonging to each Ship, or remaining in Store as a sufficient Magazine of each kind for the Supply for any sudden Service.

*After a Survey is taken, to demand by an Estimate what the Survey falls short of the Magazine requir'd.*

4<sup>ly</sup>, They are to take a Survey in all His Majesty's Yards, Ships and Store-houses, of all Provisions then

then in Store, and compare the Magazine requir'd and the Survey together, ballancing what Part of each Provision is in Store and what is wanting; and contracting with the Merchants for supplying of what is wanting of the full Magazine, if they have Estimates to bear it, or if there be no Estimates to maintain the Supply, then to present to the Lord Admiral the Ballance of the Magazine with the Survey and Demand, in way of an Estimate for Supply of the Magazine of all Stores that shall appear to be wanting, to be rated and put into Money, as the Market of those Provisions may then be rated to be.

No

*No Provision to be serv'd into Stores without a Contract first publickly made, expressing all Circumstances, with a Copy attested by the Clerk of the Records, and Directions unto the Cheque and Stores.*

5ly, They are to take Care that no Provision of any considerable Quantity or Price be serv'd into His Majesty's Stores, without Contract made for the same in a publick Meeting, where both the Provisions, their Quality, Quantity, Dimensions and Price may be maturely scann'd, and accordingly specify'd in the Contract which, being once pass'd, they are to send its Copy to the Clerk of the Cheque, subscrib'd by the Clerk of the Records; with their Commands to them, to compare the Provisions with the Contract, as they shall be from time to time serv'd into the Stores,

Stores, and if in Point of Quantity, Quality or Dimensions, it shall not agree with the Contract, then to refuse its Receipt, and certify their Reasons, under their Hands, unto the Officers of their Refusal.

*To distribute with Discretion the Stores to the several Yards.*

6ly, When the Magazine is stated, and the Defects of it supply'd by Contracts, they are to consider of an equal Distribution thereof unto all and every of His Majesty's Yards, according to the Number of Ships, either Riding in each Harbour, or Repairing, or in likelihood of Repair in each Dock or Yard, that so abundance may not glut the Stores and waste the King's Treasure for want of a present Use in One Yard, or by Want and Necessity either in unnecessary Charge of Supply from another Yard, or the Supply of more  
C than

than the Magazine, at an excessive Rate, from a private Person's Store or Yard.

*To watch the Season of the Year to buy East Country Provisions.*

7ly, They are by themselves or Purveyors, at the Season of the Year when the East Country Commodities come into the River, to enquire the Market Price of all those Provisions, as Masts, Yards, Deals, Spars, Hemp, Tar, Pitch, &c. and to buy where is best and best cheap, not tying themselves unto any particular

*Not to suffer any Goods to be served into the Yards before Contract.*

Man; nor to suffer the Goods to be first deliver'd into the Yards before the Contract made, but to inspect, to be in the Yards after to see whether they be according to Contract, lest after the Delivery in, the Merchant may, by undue means, in-



induce the inferior Instruments in the Yards (which he will then have Knowledge of) to give such Testimony of them as may delude the Officers in their Contract, and induce the giving exorbitant Rates.

*To call for the Weekly Entries at the Custom-house, to prevent the Purveyor's Pretence of Scarcity of Goods and Merchants.*

8ly, They are to order that an Invoice be Weekly brought them from the Custom-house, of such Goods as are to be, or have been entred, and are useful to the Navy, with the Names of the Merchants who enter them, that so the Purveyor may not delude them with Pretence of Scarcity when Choice may be had, or oblige them to one Merchant, when divers may be had to afford more Choice, and at easier Rates.

*No Navy Officer to trade in Navy Commodities.*

gly, It being suppos'd that of late Times Persons employ'd in the Affairs of the Navy, and many inferior Officers in the Navy, traded for such Commodities as were us'd in the Navy, they are from the ill Consequences of it to take care that neither themselves, nor any inferior Officer in the Navy, do presume to trade in any such Commodities, or any way go Sharers with any Merchant in any way whatsoever for such Commodities as are sold to the Navy ; and if any shall be detected of such fraudulent Practices, upon Information given unto the Lord Admiral, such Officers for the said Offence shall be dismiss'd the Service, and rendred incapable of ever holding any Employment for the future, since it's more than  
pro-

probable, that such Practices (if allow'd) would make way for serving in, and receiving, unfit Commodities at an exorbitant Price.

*Once Yearly to present Estimates to the Lord High Admiral of the Ordinary and Extraordinary.*

Ioly, Once every Year they are seasonably to present unto the Lord Admiral an Estimate of the whole Charge of all His Majesty's Navy in Harbour, both for Victuals and Wages, distinguishing the particular Charge of each Yard, that so the Assignments of Payments may be settled by the Lord Treasurer to the Treasurer of the Navy, and thereby all Clamour from poor Men for want of their Wages be prevented. In like manner upon all extraordinary Services in setting to Sea all or any of His Majesty's Ships, distinguish Time and Place of Service, Home,

or remote, according as they shall receive Orders from the Lord High Admiral.

*To direct all inferior Officers and others, and to see those Directions observ'd, whereby, upon Enquiry into each Man's Duty, to represent to the Lord Admiral for their Preferment or Disgrace.*

11ly, They are from time to time to direct by Instructions under their Hands, all inferior Officers of the Navy, such as the Clerk of the Stores, Cheque, Master Attendant, Master Shipwright, and their Assistants, Purfers, Boatswains, Gunners, Cooks, Porters, &c. how to govern themselves in their several Places for the best Advantage of His Majesty's Service and Welfare of the Navy, and at all times to carry a strict Watch over them, that they observe their Commands therein, and upon all  
De-

Demands to be ready and able to render an Account to them of their several Demeanours in each several Service, falling within the Compass of their several Places and Duties, wherein they are to use their utmost Care and Power, as to enable themselves in the particular Duties of each Officer acting under them, so to discover who are honest, diligent and active in, and for His Majesty's Service, and who are careless and unfaithfully remiss, and accordingly to recommend the one to the Lord Admiral for Preferment as Places may fall, and certify the other for the Cheque, Suspension or Dismission from the Service as to the Lord Admiral shall seem fitting.

*To Warrant and Discharge the Victuallers.*

12ly, They are to issue all Warrants to the Victuallers for Supply  
C 4 of

of all sorts of Victuals for all Extra-services, and at the end of each Service or the Year, to cancel the Warrants and sign his Accounts, which must be fairly written and digested in a Ledger Book, giving him Allowance according to the Article set down in his Contract, of all Victuals expended either upon their own Warrants for Sea Victuals, or Clerks of the Cheques for the Ordinary or Extraordinary. They

*Warrants where  
being able by them-  
selves to trace and  
examine their Ac-  
counts, and not  
their Clerks.*

are to take great Care to be able to trace out themselves, and not their Clerks, first the Accounts by the War-

rants, then the Warrants by the Sea Books, and then the Sea Books by the Muster Book which oftentimes vary, lest the Want of Care and Experience in the Officers, to search out or find those Savings of the King, which tho' Variety of Services



vices may admit, both in respect of Time, Number of Men, short Entries, Anti-discharges, Run-aways, Exchanging of Provisions, Supply of other Ships should procure much Damage to the King in the Victuallers Account :

They are also to charge Victuallers with all Remains return'd, all Rents receiv'd, and all other Abatements whatsoever, which on the King's Behalf are to be made on the Victuallers Account.

*And charge them with all Remains, Rents, and other Abatements.*

*To have certain and known Meetings, also to live near together.*

13<sup>ly</sup>, They are for the more Benefit of the Subject to live as near together as conveniently they can, and appoint and publish certain and known Times of their Meetings at the Navy Office twice every Week.

at the least, to hear, determine, consult, and advise upon all Affairs and Causes whatsoever, recommended by the Lord High Admiral to their Care, or otherwise proper to their Power and Trust. And for the more easy and methodical carrying on His Majesty's Service, (the late Inlargement of the Navy Office permitting it) the Comptroller, Surveyor, and Clerk of the Acts, are to keep distinct Offices within the Navy Office, where they are to keep all Transactions belonging to their particular Duties methodically digested in Books, that so the several Officers, as they shall have Occasion, may the better inspect the Transactions of each Officer relating one to the other; and they are also to meet all convenient Times and Seasons

*Comptroller, Surveyor,  
Clerk of the Accounts,  
to have distinct Offi-  
ces, and to have con-*

sons of the Year  
in all or any of  
His Majesty's  
Yards, to trans-  
act all Affairs  
proper to each Yard; and take an  
Account.

*venient Seasons to  
visit the Yards, and  
take Account of Store-  
keepers, &c.*

*To attend Pays, make Contracts,  
Warrant the Treasurer, Pass and  
Sign his and other yearly Ac-  
counts.*

14ly, They are to attend all Pay-  
ments, to rate and comptroll the  
Rate of Men and Wages, make Con-  
tracts, take Account of all Purvey-  
ors, and give Rewards for all Pilo-  
ting, Land and Water-Carriage,  
Travelling Charges, &c. Warrant  
the Treasurer in all Issues of His  
Majesty's Treasure, at the End of  
every Year sign his Accounts, and  
cancel their own Warrants; War-  
rant Storekeepers for the Receipt, and  
issuing

issuing all Provisions, and once every Year to ballance and adjust their Accounts.

*To pass Bills for Provision but with Caution here express'd.*

15<sup>ly</sup>, They are not to pass any Bill, be it never so small, for any Provisions whatsoever, without the same Bill be first drawn to their Hands by the Clerk of the Cheque of that Yard, where the said Provision is serv'd, and the same Bill vouch'd both by the Clerk of the Cheque and Storekeeper, these attending, signifying the Receipt into His Majesty's Storehouse, excepting the Case of Purveyance, where in regard the same Purveyor may and oftentimes doth serve Timbers, Planks, &c. into sundry of His Majesty's Yards, and is to have other Allowances more than the Price of his Provisions serv'd, the Certificate

cate of the Storekeeper, and Clerk of the Cheque, is sufficient to lead the Officers to give Allowances for that Provision by making the Bills themselves, provided they take care to affix the Storekeepers Certificate to the Bill, and to charge the Storekeeper upon the Ballance of his Accounts, so to be at all times shew'd as the Ground of their passing the Purveyor's Bill.

*To avoid all Allowances beyond or without Precedents, but by the Lord High Admiral's Order, or after a Debate of a full Board.*

16<sup>th</sup>, They are not to pass any Bill, or pay any Wages by way of Innovation beyond the President of the Office, without either first acquainting the Lord Admiral with it, or a serious Debate thereof at a Publick Full Meeting, weighing the Equity of all Circumstances either  
for

for or against it, that so His Majesty's Treasure be not wasted by private Opinions of Servants of one or Two Officers, whose Account being Warrant to the Treasurer, and that Warrant a President and Record in his Account to succeeding Officers, may much prejudice the Service.

*No Bill pass'd by the Officers to be paid without the Storekeeper's and Clerk of the Cheque's Certificate.*

17<sup>ly</sup>, No Provisions whatsoever ought to be paid for by Bill from all or any of the Officers, without a Certificate from the Storekeeper and Clerk of the Cheque of those Yards where it is serv'd, of the Goodness of that Provision, if sold without a Contract; or if serv'd by a Contract, both of the Goodness, Length, Breadth, Depth, Size, Colour or Defects thereof, and all other  
Cir-



Circumstances whatsoever, which may, or do vary the Goodness, and so the Price of that Material.

*To trace one another in their distinct Duties.*

18ly, They are to be able to trace one another in their distinct Duties, having as a particular Trust of such an Officer, viz. the Treasurer, Comptroller, &c. so the General Trust of such an Officer, which extend (in point of Trust and Ability to trace) to the Duties of each Officer; so as, if need be, the Surveyor may or ought to comptrol the Comptroller in Point of Rating or Allowances, if he conceives him, either out of Friendship or other Ends, to give more than is fitting; so also the Treasurer may refuse Payments of Bills, sufficiently warranted; thus likewise the Comptroller may consult all Survey Books, and

and ballance all Boatswains and Carpenters Accounts. And so all may inspect each others Actions by their

*The same Trust  
in different Places.*

General Power as Officers, there being no Difference in their Trust, tho' otherwise a Distinction in their Places, and particular Duties and Employments.

*To make Quarterly Musters of all Ships.*

19ly, They are by themselves and their Clerks, once every Year and Quarterly, to muster all Ships employ'd in the narrow Seas, or in any other Service wherein there is not a particular Muster-master stated by Warrant from the Lord

*Returning them to  
the Treasurer under  
their Hands or  
their Clerks.*

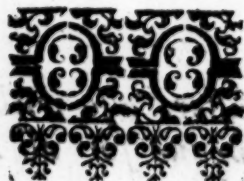
High Admiral to execute that Duty, returning under their Hands or Hands.

Hands of their Clerks, exact Mufters to the Treasurer, or his Paymafter, according to which he may, from Time to Time, trace Tickets or Papers for Men discharg'd before the Pay, and at the Pay the Purser's Sea Books for all Men's Names, Entries and Discharges, and Attendances that shall come to receive their Pay, and thereby right the King in all Arrearages that may happen, either by the Ignorance, Neglect, or Wilfulness of the Purfers.

*To keep Mufters also with the Clerk of the Cheque for all Extra-Men in Petty Warrant.*

2oly, In like manner they are by themselves or Clerks, to take and keep Mufters and Counter-books with the Clerk of the Cheque, for all Extra-Men entred upon all or any. of His Majesty's Ships commanded

manded to the Seas during the Time they are in Petty Warrant, vouching together with the Clerks of the Cheque according to their said Musters, all Petty Warrants, Warrants of Increase, &c. for Victuals for Extra-Men serving in each Ship respectively.





T H E

## Treasurer's DUTY.

*To receive and issue His Majesty's  
Treasure.*

1.  O receive and pay His Majesty's Treasure, as by his Patent or sufficient Warrant, he shall be enabled to receive and issue for his Majesty's Naval Affairs, whether Ordinary or Extra, Remote or Home Services.

To

*To Sign all Estimates and Contracts.*

2. To Sign all Estimates and Contracts, as thereby to induce the Lord Admiral and his Fellow-Officers to warrant his Payments according to their particular Demands and Agreements, so to signify both to the Lord High Admiral and them, his own Judgment and Consent therein, in Case of future Queries, either for their making, appraising, or Payments.

*To prepare his Yearly Accounts for the rest of the Officers to see what hath been on each Service, what remains not paid.*

3. At the End of every Year to digest his Accounts for that Year in Ledger-books, fairly writ for the rest of the Officers signing, stating all Books and Bills, either for Wa-  
ges



ges or for Provisions, upon the proper Heads and Titles of each Service proper to that Year, what is yet to pay, why it is not paid, &c. such Course to be taken as shall, upon Consideration, be thought fit for the Receipts or Payments.

*To sollicite the passing of all Privy Seals, and setting the Payment of Money.*

4. Upon the Passing of all Estimates for Ordinary or Extra-service to sollicite the Passing of the Privy Seals proper to each Estimate, and setting either the Payments or Assignates for the Payments of such Summs of Money, as are by the Privy Seals warranted to be paid to him out of His Majesty's Treasure, that so the Service may not be retarded, nor Men discourag'd for want of Money to pay and discharge them from Time to Time, accord-

according to the various Occasions of each Service or Necessity of Men employ'd therein.

*T yearly to remonstrate to the Lord Admiral the State of the Service with his Assignments.*

5. Once every Year, or oftner if need be, to remonstrate under his Hand to the Lord High Admiral, the State of all Services, and of His Assignments, and Time of Payments of all Moneys proper to those Services for the present Year, that so the Lord High Admiral may be enabled to satisfy His Majesty upon all Commands, in all Points respecting his particular Trust and Place, and take such Order for more speedy Payments, certain Assignments or further Demand of Surcharges, as upon View thereof shall appear to be requisite for His Majesty's Service.

*To*

*To pay no Bills, tho' warranted sufficiently, to the King's or Subjects Damages.*

6. He shall not by himself, or Deputy, pay or suffer to be paid, any Bill or Allowance whatsoever, where either the King or the Party to whom the same is due, may be damnify'd, tho' the same Allowance may be warranted by One or Two of his Fellow-Officers, according to the Tenour of his Patent or usual Course of the Navy.

*To attend Pays of Ships, &c.*

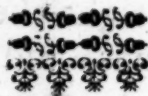
7. To be present at all or most Payments, either of Ships or Wages, so as to right the Subject in all lawful Demands, and to see His Majesty's Treasure punctually paid, according to those Rates settled by His Majesty for Sea Service, or by  
the

48.      *The Oeconomy*

the Direction of his Fellow Officers, to whom the Trust, Distribution, and Payments is committed.

*To charge the Front of his Ledger with Receipts of all Money, besides what is out of the Exchequer.*

8. At the End of every Year he is to charge himself on the Front of his Ledger-book, with all Abate-ments, or other Receipts of Discount of Money paid to him out of any Allowance proper to the Year's Account, that the Auditor may add the same to his other out of the Receipt of the Exchequer, and so ballance his Account accordingly.

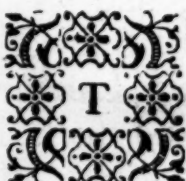




T H E

# Comptroller's DUTY.

*To attend the Payments of  
each, Rating of Wages  
to Shipwrights, &c.*

- I.  O attend all Payments  
of Ships Wages, Ship-  
wrights, Caulkers,  
&c. and with Ad-  
vice of his Fellow-  
Officers (if they be there) to trace,  
or otherwise comptrol the Rating  
of all Wages rateable either by  
his Fellow-Officers, Master-Ship-  
D wright,

wright, Master-Caulker, Joyner or Carver, in case upon Sight of the Parties rated, he finds too little or too much given them in the King's or their own Wrong.

*To inform the Board what are the Prices given to all Workmanship and Provisions, and see the same are not exceeded.*

2. To inform himself and the other Officers, from Time to Time, at what Rates all Provisions are sold in the Markets, and what is commonly paid by the Subject for Battalage Workmanship, Labourers Hire, Attendance, and such like Charges, and to see those usual Prices be not exceeded in rating any Bills of Payment to be made by the King.



*To examine Quarterly the Books,  
and audit Tearly the Accounts  
of Store-keepers, presenting the  
same to the Board.*

3. To peruse and examine the Store-keepers Books at the End of every Quarter, and at the End of every Year to take a general Audit of their Accounts of all Provisions receiv'd, issu'd, and expended upon all Works and Services proper for that Year, distinguishing the Warrants, both for Receipts and Issues upon every particular Head, proper to each Service, and presenting to his Fellow-Officers the Ballance, both of the general Stores, and each Service's particular Expence, that so the same be either allow'd by the Board, and kept in the Office recorded as reasonable and according

to Warrant, or further scann'd  
and debated as the Service may  
require.

*To be present at all Meetings and  
Allowances, Ratings and Con-  
tracts, &c.*

4. To be present at all Meet-  
ings, and particularly at all Ra-  
tings or Allowances of Services to  
be given as a Reward to Pilots,  
or others, for Travelling Charges,  
Water-Carriage, Purveyance, &c.  
and by and with the Consent of  
his Fellow-Officers, to rate all  
Bills of Provisions already serv'd  
into the Stores, or make Contracts  
for the Rate and Service of any  
Provisions for the future, in all  
which as his Place of Comptrol-  
ler gives him a more especial In-  
terest, to lead his Fellow-Offi-  
cers as well as to comptrol their  
Actions

Actions if there be just Reason for the same; so likewise may his Fellow-Officers as before in their general Duties be neither excluded from Advising, nor yet from Comptrolling him; when either from his Unexperience, Infidelity or otherwise, the Service or Subject may be prejudic'd, or His Majesty's Treasure without Ground given away.

*To Sign and Comptrol the Treasure.*

5. To be first not only in Priority of Place, but of Duty; that shall sign the Treasurer's Accounts and cancel all Bills, Books, digested into his Ledger-book, the better to enable him, upon Sight of all Books and Bills, to comptrol all wilful Neglects and Oversights in the Treasurer or his Fellow-

Officers in all Payments made proper to these Accounts.

6. To state upon all Bills and Debentures, to be pass'd by himself or Fellow-Officers, the Titles or Heads upon which those Bills are proper, according to the Estimate of the Service for which those Provisions are supply'd, so as to govern the Treasurer in disposing them to their proper Place or Service, and to enable himself to keep his Comptor-book of the Treasurer's Account exact and even in the Expence and Issues of each Store.

*The Ledger-book to be Recorded for future Presidents.*

7. To prepare and keep fair written and ingross'd a Ledger-book, or Book of Comptrol of Treasurer's

rer's and Victualler's Accounts, that so at the Signing of them, he may be the better able to trace them; and after they are sign'd, there may be a Record in the Office to consult, upon all Occasions, both the Rate of Provisions, the President of Rewards, Travelling Charges, Purveyance, or other Allowances at any Time given to any Man for any Service whatsoever.

*To be able to certify the Lord Admiral of the Greatness of Stores, &c.*

8. To be able with his Compter-book (to be always kept exact with the Treasurer's and Victualler's) to certify the Lord High Admiral upon all Commands, what and how much Money the Treasurer and Victualler have issu'd upon any Service proper to that

Year, and to render a Reason of the Greatness or Smallness of that Expence, and check the Treasurer, in Case of his Remonstrance premis'd in his particular Duty, if he shall incert more paid than indeed is paid, or more requir'd to be paid than the Service may expend.

*To keep a distinct Account of all Imprests, &c.*

9. To keep a distinct Account of all Imprests past to all Purveyors or others, and upon the Balance of each particular Service, to abate and default the Imprests formerly paid as to prevent all double Payments, so as to enable himself the better to trace the Treasurer's Account, and know what is paid, imprested, and clear'd upon every Service particularly, and what



what is yet unpaid calling upon the Parties to ballance their Accounts, and charging the Treasurer with what remains in his Hands proper to all or any particular Service, for that or any preceeding Year.

*To copy all Estimates, Privy Seals, Assignations and Orders for Money to the Treasurer; &c.*

10. To copy all Estimates, Privy Seals, Assignments or other Orders for Money, from Time to Time pass'd and allow'd unto the Treasurer and Victualler for any Service whatsoever, and once every Quarter (or oftner if he thinks fit) to consult the Treasurer's and Victualler's Account, and what and how much of those Moneys they have receiv'd, that so he may by his Warrants, Bills or

D 5 Compter-

Compter-book, compare the Issues and Receipts together, with what Treasure remains in their Hands, and what is unreceiv'd of their Assignments, or requir'd to perfect and complete the Work in Hand.

*To ballance every Tear the Treasurer's and Victualler's Account, and certify the same to the Lord High Admiral.*

II. To ballance as an Auditor the State of the Treasurer's and Victualler's Accounts, from the first Entry into their Places, or the Determination of their last declar'd Accounts to the End and Determination of the Present Year, thereby to discover whether there be any of His Majesty's Treasure remaining in either of their Hands, and upon Discovery to inform the Lord High Admiral thereof, that  
so

so he may settle the Payments  
there upon the Discharge of suc-  
ceeding Services, and thereby save  
to His Majesty's other Assignments,  
or Interest to the Treasurer upon  
Anticipation, &c.

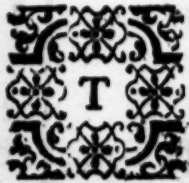


THE



T H E  
Surveyor's DUTY.

*To present an Estimate of Supply  
of Stores for the succeeding  
Year.*

1.  O present at the End  
of every Year to his  
Fellow-Officers what  
he conceives a fit Pro-  
portion of Hemp, Tar,  
Mast, Canvas, Deals, Timbers,  
Boats, Anchors, and other Pro-  
visions, for a Magazine for His  
Majesty's Navy for the Year sue-  
ceeding,

ceeding, what thereof he finds in Store and upon the Survey-book, or the Ballance of Store-keepers Accounts, and what is to be supply'd of all kinds for Service:

*The like of all Ships, with an Estimate of their Repair.*

2. Upon Survey taken by himself, the Master Shipwright, Master Attendants and their Assistants, attending to present to his Fellow-Officers once every Year the true State of all the Hulls, Mast-yards of all His Majesty's Ships and Vessels, with an Estimate of the Value of the Repair or Carpentry Work, that ~~so~~ upon Consideration taken thereof by the Body of the Office, the Lord High Admiral may be mov'd therein, and such Care taken in it for the Ransacking, Grounding, Graving, Decking,

ing, Mooring and Repairing of them respectively, as to the Lord High Admiral shall seem most convenient for His Majesty's Benefit.

*To inspect into Provisions that they be according to Contract.*

3. To take care by himself, or his Instruments, that all Provisions serv'd into His Majesty's Store, be survey'd in their several Conditions, both for Goodness, Length, Breadth and Depth, according as either such Provisions ought to be, and have, in their several Kinds, or according to such Contracts as shall be made by himself and his Fellow-Officers, for and on the Behalf of the King and the Venders of them respectively, that so before the Bill be pass'd for the Price of any Provisions



sions whatsoever, himself and his Fellow-Officers may be able to moderate the Price, and right the King for all Defects certify'd on the Back-side of the Bill, respecting either Goodness or Dimensions of each particular Provision.

*To keep and present an Account of all Loans, and recorded by the Clerk of the Acts.*

4. To keep an exact Account of all Provisions whatsoever that shall by himself, or Fellow-Officers, warrant the Commander of a Fleet, or any private Captain of any of His Majesty's Ships or Vessels, in Case of Necessity, or for the Supply or Accommodation of private Service, be sent out of His Majesty's Stores, Yards or Ships, and at the End of every Year to present to his Fellow-Officers the said  
Ac-

Account under his Hand for all Loans in general for that Year, attested with the Hands of all Store-keepers, Clerks of the Cheque, Captains and Boatswains, &c. that warranted or issu'd each particular Loan, that so upon Consultation thereof it may appear to the Body of the Office, both what hath been lent that Year, what thereof is return'd into Store, and if any be not return'd, it may be recorded by the Clerk of the Acts, and the Messenger sent unto that Party, or other Order taken for the righting His Majesty as shall be thought convenient.

*To charge and discharge all Boatswains and Carpenters of the Sea Stores.*

5. He is by Indenture to charge all Boatswains and Carpenters with  
all

all Provisions issu'd to them for Rigging, Ground Tackle or Sea Stores, when any Ship of His Majesty is commanded to Sea, and at the End of every Voyage to compare and ballance their Expences with their Issues and Returns upon Survey, calling into his Assistance the Master Attendants and Master Shipwright for that which concerns them in their several Places respectively. And at the End of every Year to make a publick Declaration to the rest of his Fellow-Officers, that so they may if they please inspect his Trust, and together with him either allow the said Accounts to be Recorded as moderate for such a Service, or question those Boatswains and Carpenters, whose Expence shall appear to be exorbitant and unjustifiable.

*To keep a Survey of all Boatswains  
and Carpenters Stores.*

6. He is to keep a Survey-book of all the Rigging, Ground Tackle, Furniture, Stores and other Provisions issu'd, or belonging to all, or any of His Majesty's Ships commanded to the Seas; and their Return, upon a new Survey taken, and Allowance of all Boatswains and Carpenters Expence for the Voyage, to charge the Store-keeper with what shall appear to be return'd upon each Ship respectively, and either deliver the same on Shore to the Store-keeper, or in Charge to the Boatswain or Carpenter, who are to give their Hands to the Store-keeper for the same, specifying in the said Book of Survey the Length, Use and Goodness of each particular Provision,

vision, that so upon all Demands the Magazine in Store may be stated both Quantity and Quality, and Care taken for a seasonable Supply of the Defects thereof for the succeeding Year, as either the Number of Ships or present Service may require.

*To present Yearly Surveys to the Board of the Estimate of Repairs.*

7. To survey all His Majesty's Store-houses, Yards, Docks, Wharfs, Gates and all other Passages, and at the End of every Year to present to his Fellow-Officers under his own, the Master Attendant's and Master Shipwright's Hands, what they conceive fitting to be new built, repair'd and enlarged, and what is the Charge each particular Expence will arise unto, that

that so the same may be included in the ordinary Expence for the ensuing Year, or otherwise demanded in an Estimate for the particular Extra-charges thereof.

*Not to act by the Clerk of the Surveys, nor allow of any Extra-expence but jointly with the Consent of the Navy Board.*

8. Whereas the Business of the Surveyor, by the Increase of the Navy, and by its lying in several Places far distant, it is impossible for the Surveyor to execute it wholly by himself, but must rely much on his Instruments, for the better Security of His Majesty's Service it is always to be understood, that when the Duty of the Surveyor shall be executed by any Clerk of the Survey (the Surveyor nor any Principal Officer being



ing present) that the Clerk of the Survey shall not give any Warrant for Issues, nor allow the Account of any Boatswain or Carpenter without the Advice and Approbation of the Master Shipwright respectively, and in Case of Extra-expence, not to allow it without first acquainting the Surveyor, who, if he see Cause, may acquaint his Fellow-Officers with it.



THE



T H E  
Clerk of the Navy's  
D U T Y.

*To attend at Publick Meetings and  
Record all Transactions.*

- I.  OT to be absent, in  
Case of Necessity, at  
any Publick Meeting  
of His Fellow-Offi-  
cers, and to Record  
all Orders, Bills, Contracts, War-  
rants and other Business transact-  
ed that Day, so to present to  
them,

them, and their Considerations, in a List fairly written, whatsoever Suits, Controversies, Commands, Complaints, Demands for Supply of Stores, Warrants, Estimates, Contracts, Tenders of Sail, &c. that be requir'd or were before them that Meeting, by Petition or otherwise proffer'd or depending before them, and had not receiv'd a full Issue and final Determination from the Board at their last or former Meetings.

*To present to the Board the Price of Petty Emptions, with the Place, Persons and Time, &c.*

2. To present to the rest of His Fellow-Officers the present Market Price of all manner of Petty Provisions proper and requisite to the Expence of the Naval Affairs, the Place where, the Men from

from whom the same may at all times be had best and cheap, and especially the Price of those Provisions that are at present necessary to be supply'd, and wanting in Stores for present Occasions, that so His Majesty may not be forc'd, for Want of timely Notice of the Market, to give an exorbitant Price and take his Commodities from one Man, whereas divers Men that have the same Materials, wou'd gladly serve cheaper and better.

*To Supervise and Direct the Surveyance, calling the Person to a Yearly Account.*

3. It hath formerly been esteem'd Part of the Duty of the Clerk of the Acts, to purvey Petty-Emptions; but since the Navy and the Business thereof has encreas'd, they

they have not been able to do it, and perform the other Part of their Duty ; therefore for the future, as to that Part, it shall be requir'd of them only to supervise the Performance of such as are appointed to purvey Petty-Emptions, from Time to Time, requir'd for Supply of the Stores for present Services, wherein they are to be directed by him according to the Quarterly Certificates from the Storekeeper of the Want of each Yard respectively, and to act by the Warrant of Two or more of the Principal Officers ; and the Clerk of the Acts is to call upon the Persons so appointed to render an Account of all their Actions to the Principal Officers, and to pass their Bill for Emptions, producing the Warrants of the Principal Officers, the Storekeeper's Demands, and the Party's

E Receipt

Receipt, from whom he bought them, with Specifications of the Time, Quantity, Rate and Goodness of each Provision.

*To see Plurality of Persons propos'd for Supply of all Wants.*

4. The Clerk of the Acts is to take Care, that upon all Wants there may be by the Purveyors, or others several Persons propos'd for supplying the same, that so thro' the Want of Information the King may not be forc'd to buy of any particular Person or Merchant, and he thereby enabled to exact upon the King.

*To keep an exact Record of all Transactions of the Navy Board.*

5. To keep an exact Record of all Consultations, Orders, Petitions,



tions, Debates, Estimates, Warrants, Letters, Answers, &c. agitated at all Meetings, so that from Time to Time there may be Presidents produc'd of the Opinion of the Board in like Cases, and the Subject upon all Accidents of Fire or other Miscarriages, or by mislaying of their Bills, Books, Warrants, &c. may know where to find a True Copy of the Original, the Time of the passing of it, before and by whom, with the other like Circumstances leading the Officers to their Redress.

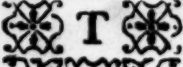




## T H E

Store-keeper's DUTY,  
Relating to the Receipt of  
In-Stores.

*To receive by Warrant all In-  
Stores, &c.*

- I.  O receive into his  
 Charge upon War-  
 rant, under the Hands  
of Two or more of  
the Principal Offi-  
cers, all sorts of In-stores, and  
upon Receipt of each Particular,  
himself, or Instruments, to lay it  
by

By with all convenient Safety, respecting the Waste as Decay, Stealth or Embezelments.

*To Examine and Firm Bills for Provisions, &c.*

2. To examine and firm all Bills for Provisions serv'd into Store, as thereby to charge himself with it, and signify its Receipt to the Officers, so to lead them in their several Places to make Allowance for it to the Subject according to the Quantity and Quality of each particular Provision certify'd to be serv'd in aforesaid.

*Upon View of all Stores, to refuse the Receipt of what is unfit for Service, &c.*

3. He is, upon View of all

Materials, to consider in his best Judgment the Condition, both in respect of Goodness, Length, Breadth, Depth and other Circumstances; and if he find them not fit for the King's Use and Service, to refuse their Receipt into the Store until the Principal Officers be acquainted therewith; but if defective in any Kind, then upon Receipt thereof to abate for the Quantity wanting, and upon the Bill to be made for that Provision to certify under his Hand to the Principal Officers the Condition thereof, and the Reason of Abatement made thereon.

*To receive no Provisions without  
a Copy of the Contract, &c.*

4. He is to receive no Provisions contracted for by the Principal Officers, notwithstanding he hath

hath a Warrant so to do, until such Time as he hath, together with his Warrant a Copy of the Contract firm'd by the Clerk of the Records, whose Business and Duty it is to send it to him, and upon Review of the Provisions to compare them and the Contract together, taking Care that in all Points it accord therewith, and wherein it differs from or comes short thereof, not to receive the Provision at all, but certify the Defects, and receive the Order what further to do therein.

*To keep a Ledger of Receipts, and give Yearly or Quarterly Ballance thereof, &c.*

5. He is to keep a distinct Ledger of Receipts of all Stores committed to his Charge, mentioning the Particulars in each Kind, the

E 4 Time

Time when, the Person from whom, the Use for which, and the Officers Names by whose Warrants he did receive them, and to be able thereby, on all Commands from the Principal Officers, to balance his Annual or Quarterly Accounts for the Receipt of Stores, respecting the necessary Waste that may be in all or any particular Store or Provision as they in their Discretion shall think fit.

*To act by himself, or in Case of Necessity by his Servants.*

6. The Trust of Store-keepers being so great, as that at some Time and in some Cases it is very difficult (if possible) to trace them in it. It is therefore requisite that all Store-keepers execute the Places personally by themselves, and not their Deputies and  
their



their Servants, except in Case of Sickness, or other extreme Necessity, when the Service shall require more than the particular Attendance of the Store-keeper can transact, and then the Deputies, or Servants, to be intrusted only for the present Time and Dispatch ; and such Men as are of good Report, both for Demeanor and Trust, and for whom the Store-keeper himself shall always and at all times be accountable.





## For ISSUES.

*To Issue no Provisions without  
Warrant from Two or  
more Officers.*

1.  OT to Issue any Pro-  
visions whatsoever,  
without Warrant un-  
der the Hands of  
Two or more of the  
Principal Officers, except it be on  
some pressing Occasions wherein  
the Service may otherwise suffer,  
expressing the Use and Service  
for which the same is deliver'd.

To

*To attend the Delivery of all Stores personally.*

2. To be personally present at the Delivery of all Stores, not committing so great a Trust to Boys, Boatswains of the Yards or Common Labourers, except in Case of Sickness, or other extreme Necessity for the Dispatch of sudden Service or Commands,

*To see all the Alterations himself, and to Comptrol the Sail-maker in the Return.*

3. To attend all Alterations, cutting out or Conversions of all Provisions committed to his Trust, and suffering the same upon no Pretence whatsoever to be alter'd, diminish'd, or converted with his Privy and Presence, especially in

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in the Care of Canvas to see the Quantity requir'd to be first measur'd and deliver'd to the Sail-maker, and afterwards cut in the Store-house, charging not only the gross Quantity deliver'd as if sold to him, but also what Part thereof was distributed and cut out of each Sail, but taking Care at the Return of each Sail into the Stores, to measure the Canvas put into it, and thereby satisfy himself whether all be wrought out or not; and if not, to acquaint the Surveyor therewith, that Account may be rendred of the Expence thereof.

*To keep a Book of Issues, Warrants, and take Receipts for them.*

4. To keep a Book of Issues and Returns, wherein he shall express

express the particular Quantity of each Kind issu'd, the Time when, the Persons to whom, the Use for what, and the Officers Names by whose Warrant it was issu'd, and whereunto he shall take the Party's Hand, from Time to Time to whom he shall issue any Provisions, acknowledging the Receipt thereof, and if the Provisions be to be spent on Board any employ'd at Sea. He is then to take the **Hoy-man's** Receipt to his Book, and deliver the **Hoy-man's** Bill of Lading under his own Hand, to be deliver'd to the Boatswain of that Ship; the Copy whereof he is to tender to the Clerk of the Survey, that the Boatswain may charge the **Hoy-man**, and the Clerk of the Survey the Boatswain at the Return of the **Ship**; the like is to be done for all Stores transmitted from one Yard

Yard to another, that so the Store-keeper may know how to charge and discharge all Hoy-men, and themselves, upon the Ballance of their particular Accounts.



**THE**

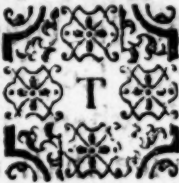




T H E

Store-keeper's DUTY,  
Relating to the Receipt of  
Out-Stores.

*To receive and lay up all manner of Out-Stores when Warranted, not else, &c.*

- I.  O receive into his Charge all manner of Out-stores whatsoever proper to his Cargoupon Warrants under the Hand of Two or more of the Principal Officers, as also  
all

all manner of Provisions appertaining to the Top and Block-maker's Work, and upon Receipt thereof, by himself, or his Instruments, to disperse and lay up the same with all convenient Safety, respecting either their Waste or Decay by Stealth, Purloining, or Embezelling thereof.

*The like for all Iron Work, and to charge himself to it.*

2. And for as much as it has been thought fit to commit likewise to the Store-keeper's Charge and Trust, all manner of Iron Works and Nails, he is therefore to receive them and see them carefully laid up, and where the Necessity of the Service shall require the immediate Expence of any Iron Work from the Forge, he is first to take Notice thereof, and

and charge himself therewith upon his Account to receive into the Stores, to the end all Embezzlement by delivering Iron Work thus from the Forge may be prevented.

*To refuse the Out-Stores when defective.*

3. He is to search and examine the several Conditions of all Out-stores, such as Timbers, Planks, Mast, Deals, Clapboards, Rafter, &c. serv'd by His Majesty's Merchants or other Private Men, and if he finds them deficient in Kind, Length, Want of Stuff, Workmanship, Size, Number, Weight, Measure, or any other respect whatsoever, to refuse the Receipt of the same till the Pleasure of the Principal Officers, signify'd under their Hands, be known for his proceeding therein,

in, as shall seem best for His Majesty's Service,

*In Case of the Purveyance of Timber, and Planks in the Wood, not to be receiv'd without Abatements.*

4. In all Purveyance of His Majesty's Timber, to plank Trenails, &c. or of the Timber that is bought in the Woods from Private Men, and Purvey'd at His Majesty's Charge, however the Commodity be the Kings, before the bringing it into the Yards, the Store-keeper is not to receive it from the Purveyor without exact Measure and Survey taken thereof, and Abatement out of the Bills for Water-Carriage of what shall appear to be over-mark'd in Quantity, or not allow'd in Measure for Redness, Rotteness, shaking

king Wains or other Defects whatsoever ; and at the End of the Purveyance, when he is to certify the Quantity of all Stores serv'd into Stores by the Surveyor, he is to signify to the Officers what Part thereof appear'd to him unserviceable, what defective in Goodness, wanting in Measure, &c. and report the Abatement of the King's Damage in Purveyance, Water-Carriage of unserviceable and defective Provision to their Determination.

*At the Breaking up of Ships, to be careful in laying up all that is serviceable, and take Charge of it.*

5. When any of His Majesty's Ships are broken up, he is to appoint, with the Privy of the Clerk of the Cheque, one or more  
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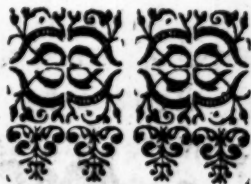
Labourers of Trust, such as himself shall be responsible for, to attend the Collection of all Iron Planks, Beams, Knees, &c. ripp'd up and found to be useful for future Store, receiving the same from the said Labourers every Night in the Presence of the Master-Shipwright into his Custody and Charge, not to be deliver'd or expended without special Warrants, and to enter every Particular into his Book of Receipts, whereto he is to take the Master-Shipwrights Hands, in like manner he is to sign the Master-Shipwrights Book for the Receipt thereof.

*To keep a Ledger of all Out-stores, expressing the Time, Persons, Use, &c.*

6. He is to keep a Ledger-book  
of



of all Provisions receiv'd into his Charge, mentioning the Particulars of each Kind receiv'd, the Time when, the Person from whom, the Use for what, and Officer's Warrant by whose Warrant he receiv'd it.



For



## For ISSUES.

*Not to deliver any Stores without Order, &c.*

1.  OT to deliver any Provisions whatsoever, but by special Order and Warrant under the Hands of Two or more Principal Officers (except it be for pressing Service) whereby the Service may otherwise suffer, expressing the Use of each particular Store and Provision.

*To*

*To trace the Expence of Store for  
each Service, &c.*

2. He is to examine from Time to Time the Expence of Stores, such as Deals, Iron, Timber, or other Materials whatsoever issu'd out by Warrant from under his Charge to the Master-Shipwright, Master-Joyner, Carver and Top-maker, and at the End of every Work or Service, represent it under his Hand to the Principal Officers, the true Ballance or State of their Accounts for all or any Service done by them, wherein he is to take the Advice and Assistance of the Master-Shipwright, that he may be able thereby to certify, whether he finds the Provisions deliver'd to the several Persons above-mention'd, have been really and wholly expended, us'd,  
or

or employ'd in or upon His Majesty's Works ; and if not, to inform the Principal Officers thereof, if he either finds the Provisions embeziel'd, wasted, or not employ'd to the proper Uses for which they were demanded ; so that His Majesty may be righted, and his Service advanc'd thereby.

*To keep an Account of all Issues for each Service.*

3. During the Time of New Building, Repairing, Docking and Launching of Ships belonging unto His Majesty, he is to keep an exact and distinct Account of all Provisions issu'd and expended for each particular Service, and at the End of every Week to compare His Book of Issues with the Master-Ship-wright's Book, and take his  
Hand

Hand to his Ledger-book for the  
Expende of the same upon the  
Service in Hand.

*To see all Persons duly charg'd  
with the Transporting of Stores.*

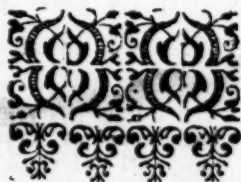
4. He is to deliver to all Hoy-men a Bill of Lading, specifying each particular Provision issu'd to be transmitted to the Downs or any of His Majesty's Yards, Ships, &c. and take the Hoy-man's Hand to his Book of Issues for Receipt thereof, as for his own Discharge upon the Ballance of his Accounts, so to charge the Hoy-man, Boat-swain, Carpenter, or Store-keeper, to whom the said Provisions are sent and deliver'd for Supply of present or future Service.

F

To

*To keep a Ledger-book of Issues,  
expressing the Time, &c.*

5. He is to keep a Ledger-book of Issues expressing therein the Particular of each Kind issu'd, the Time when and to whom, and for what Use, the Officers Names and by whose Order the Warrant was made for that Store so issu'd.

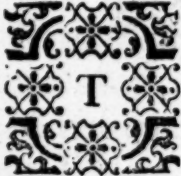






THE  
Clerk of the Cheque's  
D U T Y.

*To keep a Book of the Entry of  
all Men belonging to Docks or  
Ships.*

1.  O keep exact Account  
of the Time of the  
Entry of all Caul-  
kers, Shipwrights,  
Labourers, Ship-  
keepers, Seamen, &c. receiv'd or  
commanded into His Majesty's  
Ships or Works. To

*To muster all Sea-men, Labourers,  
and others, in His Majesty's  
Service.*

2. He is to call and muster all Extra-men working in His Majesty's Yards, as Shipwrights, Caulkers, House Carpenters, Joiners, Labourers, Ocham Boys, twice or thrice at least every Day as he finds their Absence, to allow or check the Wages for all or any Part of the Labour.

*To keep uncertain Musters.*

3. He is not to limit himself to Times or Places certain, when and where to attend and keep his Musters, but to take them at all Times and in all Places when and where he conceives it best for His Majesty's Service, as the better to  
awe

awe those that shift their Labour and Attendance, so to enable himself to discover their Absence all or any Part of the Day.

*To muster the Ordinary of the Ships. once a Week or Fortnight either by Night or Day.*

4. In like manner he is to take his Musters of all Ordinary Shipkeepers for their Attendance both by Day and Night, and to check the Absence of that Boatswain, Gunner or Purser, whose Turn it is to lodge on Board, according to the Officer's Command, not to determine himself to set Times for Mustering either by Night or Day, once every Week or Fortnight at farthest.

*To muster once a Month the whole Ordinary, and check them for their Victuals, &c.*

5. He is, at the End of every Month, to muster the whole Ordinary of the Navy, and compare his Daily and Night Musters for the Month past, reporting in Publick the Neglect or Non-attendance of those he found absent, and checking them out of Victuals and Wages for the Month ensuing at the least, until they shall procure a Warrant from the Principal Officers for their Re-entry, and making out Petty Warrants to the Victuallers for the Victuals of that Month of those that shall stand clear at the General Muster of each Ship respectively.

*To*

*To muster all Extra-men that are entred on Ships every Two Days, &c.*

6. When any of his Majesty's Ships are commanded to Sea, and Extra-Men entred to help rigg and fill them for the Seas, the Clerk of the Cheque is to muster all Extra-Men once every Two Days at the farthest, and according to his Musters issue Petty Warrants to the Purfers for Supply of Provisions from Three Days to Three Days, till such Time as the Ship enters Sea Pay.

*To keep distinctly the Accounts of Men's Wages that are employ'd, &c.*

7. In all Extra-Works, either for mending, new Building or any

Repairs on Ships, Houses or Wharfs, the Clerk of the Cheque is to keep his Book distinct for the Wages and Number of Men of all sorts working upon each particular Service, that so at the End of every private or publick Service the Principal Officers may be enabled to discover the Charge of each Work ; and if the Expence be exorbitant, to know where to lay the Fault, from whom to require an Account thereof, or if there hath been any Thrift or good Service in that Action, to whom to extend their Encouragement or give their Rewards.

*To observe and particularly to check  
the Porter, &c.*

8. He is also to observe and check the Porter at the Gate in his Neglect of the Duty of his Place,

Place, *viz.* a constant Attendance in opening the Gates or keeping them shut, setting the Watch, relieving or discharging the Watch, keeping the Keys, and ringing the Bell at the Times appointed according to the Season of the Year, &c. as to prevent the Consequence of the said Neglect, such as Men coming late to their Work, departing from their Work before the Bell rings, tipling in Ale-houses or in the Porter's Tap-house, carrying away of Timber instead of Chips, and divers other Damages attending the Service of the Clerk of the Cheque's Neglect of Checking the Porter; He being in his own several Duties a Petty Check to all the Working Men in the Yards, so as that the Clerk of the Cheque, without a Power to, and a strict Charge in keeping him to his Duty, cannot



perform his own to the King's best Advantage.

*To keep a Compter-book with the Store-keeper, of Issues, &c.*

9. He is to keep a Compter-book with the Store-keeper of all Receipts and Issues of all sorts of Stores, and at the End of every Service or Year, to be able to trace the Store-keeper in all particular Services or Provisions, Receipts, Expence proper to all or any one Head of that Year's Accounts, wherein it shall seem best for the Officers to require Satisfaction from him.

*To join with the Store-keeper in viewing all Stores.*

10. He is together with the Store-keeper to view the Quantity  
and

and Quality of all Provisions receiv'd into Store, and join with him in certifying their Defects in all Kinds whatsoever.

*To make out Bills for all Provisions whatever.*

11. He is upon Demand made, to make out all Bills for all manner of Workmanship done, or Provisions serv'd into His Majesty's Stores, and thereunto specify in Words, and not in Figures, the several Qualities wrought or serv'd, and send the Party to the Store-keeper to receive his Hand to the Bill so made, and firm'd by himself, that so the Officers may the better give Allowance for the same to the Party to whom it is due.

*To*

*To send up a Muster-book when the Ship enters Sea Pay, &c.*

12. He is, upon the Entry of all Ships into Sea Pay, to send up to the Treasurer's Office, Muster-books for all the Officers under his Hand for the Time of Rigging, Wages of those Ships both for the Treasurer and his Fellow-Officers, and to deliver unto each Purser one Book for each Ship, as to enable the Purser to know when his Ship enter'd into Sea Pay, and how to make Passes out for Men that hereafter shall be discharg'd, that had serv'd any Part of the Rigging Time, so the Officers themselves upon signing all Passes to trace the Purser's Account, whether according, with, or contrary to the Time

Time and Service maintain'd by  
the Rigging-book or not.

*To Sign all Books for Wages in  
the Yards, &c.*

13. He is to make up and firm  
all Pay-books and Tickets for Wa-  
ges earn'd in His Majesty's Yard,  
and therein to specify the Party's  
Name, the Time of Entry, the  
Time of his Service both by Day  
and Night, Tide Service, &c.  
and the Rating of his Wages, and  
Day of his Discharge, that so the  
signing Officers of the Treasury  
may pay their Wages being war-  
ranted for the same accordingly.

*To act neither without nor beyond  
the Officers Order in entring  
Men.*

14. At the Beginning of any  
Extra-

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Extra-Work or Service, no Shipwright, Labourer, or other, are to be enter'd without Warrant from Two or more of the Chief Officers, specifying the Number of each Sort and Condition, which Number, on any Pretence whatsoever, he is not to exceed, till the Officer, upon due Consideration of the Conveniencies of the Service, shall give farther Order for so doing.

*Not to enter or victual any Officer, Seaman or Volunteer, but by Warrant.*

15. In all Extra-services for Sea, he is not to enter upon his Books, nor deliver Petty Warrants for Victuals unto any Captain, Lieutenant, or any Officer or Servant, &c. until such Time as he shall receive a Warrant for the same

*of the Navy Office.* III

same under the Hands of Two or more Principal Officers.

*To check and prick-run all Labourers and others, that absent themselves without Leave, &c.*

16. All Shipwrights, Caulkers, or others, once entred into His Majesty's Works, and forsaking them without Warrant or Leave from an Officer or the Master-Shipwright, signifying how long the Occasion and Ground of his Absence, are not only to be prick'd by the Clerk of the Cheque for the Time they are absent, but also after the Third Muster or Call, to be reputed as Run-aways, and so branded upon his Books of Payment with Forfeitures of what he or they had formerly earn'd, and Hazard of the Penalty of the Law in that Case provided.

vided. And if at any Time those that have Leave granted by Warrant shall exceed their Time limited for their Return to their Duty, the Clerk of the Cheque is to brand them with an R for a Run-away upon his Book, and leave his Wages Blank, till the Officer upon further Examination of the Business at the Pay Table shall give further Order therein.

*To check out of Wages all Workmen that are employ'd in Private Houses.*

17. Not to employ, or permit to be employ'd by any other Officer of the Yard, any Joiners, House Carpenters, Labourers, &c. born in His Majesty's Work-yards or Ships, in his or any Officer's Private Houses, Gardens, Stables, &c. either to cleave Wood, gather  
ther



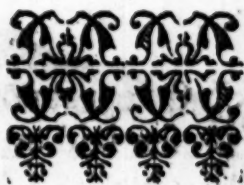
ther Chips, look to Houses, trim Gardens, make Boxes, Cubbards, Shelves, run of Errands, &c. but to check them out of their Wages; and if he or they be countenanc'd by the Commissioner (there residing) or any other Officer of the Yard, to report the same under your Hand to the Principal Officers and Commissioners of His Majesty's Navy, that they may inspect into the Merits of the Case, and report the same unto the Lord High Admiral or Commissioner for executing the Office of Lord High Admiral for the Time being, that a speedy Stop may be put to it, and such notorious Practices discourag'd, by removing and discharging such Officers, and rendring them incapable of holding any future Employments in His Majesty's Service; and he is once a Week, or oftner,

oftner, to view the Work done by Joyners and Carpenters in the feveral Yards and Rooms, taking Care that they do not mifpend their Time, and employ it about their own Affairs, fo that the Service may duly be attended, and His Majesty's Store kept from Embezelment.

*In making up Books to fuffer no Man to be rated beyond Prefidents.*

18. He is to take Care at the making up all Extra-books for Shipwrights, that no Rate be given or fet out upon Books, but what a Prefident of the King's Service will permit, and hath been formerly given from the Principal Officers, or with the Advice of the Master-Shipwright, in the Prefence and Consent of the faid Offi-

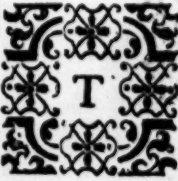
Officers; and where any Man serving hath not been formerly rated, he is then only to set his Time out upon the Book, leaving the Wages Blank till the Party appear at the Pay Table, and his Rate be establish'd by the Principal Officer; the same Course he is to take in setting out of the Rates of all Works done by a Rate.





T H E  
Master Attendant's  
D U T Y.

*To appropportion and lay out all  
Stores for Ships Mooring in  
Harbour.*

1.  O appropportion and  
see laid out, the An-  
chors, Moorings,  
Props, Trucks, and  
Arming for Moor-  
ing Cables for all His Majesty's  
Ships riding in the Harbour, at  
most

*of the Navy Office.* 117

most of the convenient Seasons  
of the Year.

*To appoint the Boatswains and  
Ship-keepers their Stations.*

2. To attend every Morning at  
the Dock, and calling the Boat-  
swain of each Ship riding in Har-  
bour to their Assistance, to ap-  
point them and the Ship-keepers  
belonging to their Ships the Place  
of their Attendance and Work,  
either in Float or a-shoar for that  
Day.

*To attend the Grounding and Ca-  
reening, &c.*

3. To attend the grounding,  
graving, docking or careening of  
all or any of His Majesty's Ships  
by Night or Day, and take Care  
that the Boatswains and Ship-  
keepers

keepers give their Attendance and Furtherance in all or any of the afore-mention'd Services.

*To state under their Hands a Proportion of Rigging and Stores, &c.*

4. When all or any of His Majesty's Ships are commanded to the Seas to state under their Hands, a Proportion of Rigging, Ground-Tackle, and Stores for the Boat-swains of each Ship, that the Clerk of the Survey may warrant the Store-keeper his Delivery thereof to each Boatswain respectively; and upon Delivery frame Indentures for the Boatswain of each Ship to sign unto before he go to Sea, to charge themselves therewith upon Account till the End of Service; and in the said Proportion he is to specify the Size, Length,

Length, Quantity and Number  
of each Provision according to the  
Rank and Service of each Ship.

*To joyn with the Clerk of the Sur-  
vey in surveying of Old Stores,  
&c.*

5. Upon Return of any of His  
Majesty's Ships from Sea, to make  
and exact a strict Survey toge-  
ther with the Clerk of the Sur-  
vey, of all Remains of Boatswains  
Stores, and the State and Con-  
dition of all Rigging, Ground-  
Tackle and Stores so remaining,  
specifying in the Survey-book how  
they find each particular Provi-  
sion and Parcel of Cordage, whe-  
ther serviceable or not, decay'd  
 $\frac{1}{4}$   $\frac{1}{2}$   $\frac{3}{4}$  worn as shall appear upon  
View, and signing of the Survey-  
book for the more Security of the  
Survey, or they are likewise to  
exa-



examine the Expences made by the Boatswain in the Voyage, and to set it down under their Hands, with their Opinion of the same.

*To appoint all Ships Pilots for bringing them into Harbour, &c.*

6. They are, upon Notice of the Arrival of any Ship from Sea in the Absence of the Officers, to appoint by Warrant under their Hands, an able experienc'd Pilot to repair and take Charge of bringing up of the said Ship to her Moorings (in Case the Ship be not provided with an able Pilot for that Purpose) which against his Arrival they are to appoint, and to be made ready and laid in that Birth where she shall ride.

*To*

*To Night-muster all Ships in the  
Absence or Neglect of the Clerk  
of the Cheque.*

7. They are, upon the Neglect of the Clerk of the Cheque, to muster in the Night all the Ships riding in the Harbour, and to require the Clerk of the Cheque to prick all subordinate Officers or Ship-keepers they shall find absent from their Charge, till the Officers of the Navy be satisfy'd of the Ground of their Absence, and give Warrant for their Re-entry.

*To be very nice in his Observations of all Ship-keepers, that there be no Strangers.*

8. They are to take Notice of, and observe the several Countries,  
G

tries, Callings and Condition of all Ship keepers entred and born upon His Majesty's Ships, as well to prevent that no Stranger or misbehav'd Person be contain'd in the Books, or suffer'd privately to lodge on Board any of His Majesty's Ships, as also that no Land-man or Person unable to do the Duty of a Ship-keeper, be permitted in any of His Majesty's Ships, giving timely Notice thereof unto the Principal Officers, to the end that none but Seamen be employ'd and continu'd as Ship-keepers in His Majesty's Service. The Master-Attendants are to be very careful, that in their Certificates to the Principal Officers for the Entrance or Admittance of any Person in the Place of a Ship-keeper of any of His Majesty's Ships, that neither out of Favour or Affection to others, or  
from

from particular Interest to themselves, they do not recommend any to the said Officers, but such as to their best Judgment and Knowledge they are well assur'd be Seamen, and able and fit for that Service, as they will answer the contrary at their Peril, it having been the notorious Practice for want of due Care therein, that His Majesty's Ships have been made a Receptracle for Aged and Decripit Persons, or else for Persons of all Callings that have had broken and decay'd Fortunes, and His Majesty hath thereby been put to an unnecessary Expence, by calling able Men and Labourers to the Duties of Ordinary Ship-keepers.

*To lodge on Board of His Majesty's Ships.*

9. They are to attend by Turns,  
G 2 and

and during their Times of Attendance to lodge constantly (or at least every Third Night) on Board His Majesty's Ships for the better encouraging all Boatswains, Gunners, Carpenters and Purfers, &c. by their Example to do their Duties in lodging on Board, so as to be ready to muster the Watch upon Occasion of an Enemy, Accident of Fire, Storm or other Disaster, to give their Aid and Assistance, and Commands to others how to prevent, discover or quench, or otherwise securing the Loss attending such Hazards.

*To see the Stream-Cable laid out  
and taken up.*

10. To see the Stream-Cable laid out and taken up in Mooring Time, when the Season Time of the Year grows calm, that so  
by

by good Usage they may serve for  
Two Years.

*To transport all Ships when they  
shift their Mooring, &c.*

11. To take Charge of the King's  
Ships (in Harbour) at all Re-  
moves from their Moorings, whe-  
ther to bring into dry Dock, trans-  
port or carry out of the Harbour,  
and to see them safely return'd to  
their Moorings upon their Launch-  
ing, Floating or. Finishing the  
Work intended on them.

*To forbid and examine all suspi-  
cious Persons Boats coming on  
Board the Ship.*

12. To suffer no strange Bot-  
tom to come near the King's Ships,  
or to ride suspiciously in the same  
or near her Mooring, nor any un-  
known

known Boats to come on Board them, but strictly to demand the Watch-word, and send for them on Board ; if they prove Strangers, keeping them in Custody until the Officers are satisfy'd with their Business, nor to suffer any such Person, Boats, &c. to linger about the Dock, Yards and Store-houses in the Night upon any Pretence whatsoever, as you will answer the contrary at your Perils.

*To jointly with the Store-keeper and Clerk of the Cheque, survey Stores, &c.*

3. They are, from Time to Time, to assist the Store-keeper and Clerk of the Cheque in their View of the Quality of all Materials serv'd into Stores proper to their Elements ; and whensoever they find Defects, to join with them in certifying



tifying the direct Conditions of each Provision.

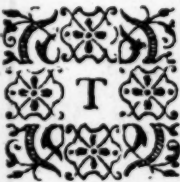
*To assist the Clerk of the Survey in measuring Canvas for mending Sails.*

14. They are, upon Survey of Sails of Ships return'd from Sea, with the Clerk of the Survey, Sail-maker or his Master; to measure what Quantity of Canvas, and what sort, either *Dutch, English* or other, will be requisite to repair each Sail that is defective, that Warrant may be made out accordingly, and to certify what Men are fit to be employ'd in that Work, to the end Sail-makers may not be kept at the King's Expence, where there is no Occasion to employ them.



T H E  
Master-Shipwrights and their  
Assistants  
D U T Y.

*To attend Personally all Works on  
Ships.*

- I.  O be constant in their Attendance at the Grounding, Graving, Caulking, Docking, Repairing or New-building all or any of His Majesty's Ships. To

*To proportion for the Clerk of the Survey all Carpenters Stores.*

2. To proportion under their Hands, a certain Quantity of Stores for all Carpenters of Ships commanded to Sea, that so the Clerk of the Survey know what to warrant the Store-keeper to issue, and how by Indenture to charge each Carpenter with what he hath receiv'd upon Account till the End of the Voyage, and then to examine the Carpenter's Expence, and set down their Opinion of the same.

*To direct the Clerk of the Survey in specifying the Quality of Carpenters Stores.*

3. To take the Remains of the Carpenters of all His Majesty's  
G 5                      Ships

Ships upon their Return from Sea, in the Presence of the Clerk of the Survey; and his Survey-book to direct him how to specify the Quality of each Material, as it shall in their best Judgment appear to their View, that so the Carpenters Expence may the better be ballanc'd, the Store-keeper rightly charg'd, and the Defect of the Magazine discover'd.

*To assist the Store-keeper in all Stores.*

4. They are to assist the Store-keepers in their View of all Materials, and their Quality serv'd into Stores proper to their Elements, and wheresoever they find Defects, to join with him and the Clerk of the Cheque in certifying the direct Condition of each Store.

*To*

*To assist (if Occasion do require it)  
all the Officers, &c.*

5. They are, from Time to Time, to be assisting the Surveyor and the rest of the Officers, if they require it, in his yearly Survey of all the Hulls of His Majesty's Ships, specifying under their Hands the particular Defects of each Ship, together with what they conceive may be requir'd for their Repair, and putting each Ship into a serviceable Condition for Two, Three, Four or Five Years, more or less, as the Admiralty and Navy Office shall determine.

*To oversee with their Assistants,  
the Dispatch of all Works.*

6. They are diligently to apply  
them-

themselves to their Over sight and Dispatch of all Works committed to their Charge, appointing their Assistants to particular Works, and taking Care the Man be daily questioned both on Float and on Shore, and that each Foreman brings up that Quarter committed to his Trust and Care, as soon and as well as the rest, if not, to know the Reason of such Neglect.

*To take Charge of Tools us'd in unripping Ships, &c.*

7. They are, in Case of unripping any of His Majesty's Ships, to take Charge under their Hands of all Malls, Wedges, Saws, Auger-bitts, Axes and other Tools or Implements of the Kings, that are employ'd in the Works, and see the same return'd to the Store-keeper when the Service is completed,

pleated, and take care of the Preservation of all Bolts, Hooks, Nails, and other Provisions whatsoever, be return'd to the Store-keeper, or his Instruments to be laid up for His Majesty's future Service; in like manner of all Timber, Knees, Beams and Planks, that it may not be wasted, purloin'd or hew'd into Chips, nor carry'd away in Carpenters private Boats or otherwise, but deliver'd to the Store-keeper to be charg'd in his Book, to be dispos'd into some convenient Place, that the Master-Shipwright may, when succeeding Service requires, have the Use thereof.

*Rate Men's Wages by President,  
or when the Officers are on the  
Spot.*

8. They are, in the Presence of  
some



some of the Principal Officers, and not otherwise (except there be some allow'd Precedent in the Case) to rate all Men's Wages working under their Command, from Time to Time, to signify unto the Officers when it is fit to discharge all or any of them, either in Respect of the Service, or the Insufficiency of the Party's not permitting too many Servants or Boys to be entred upon the Works proper to their Care.

*To observe the Coming and Going of the Workmen, &c.*

9. They are every Morning to observe the Time of the Appearance at the Works of Men working under their Command, and every Night the Time of each Man's Departure from the Works, and to give Notice to the Clerk  
of

*of the Navy Office.* 135

of the Cheque to prick those that are faulty, either in coming too late, or departing too soon from their Labour.

*To observe the Workmen if they carry unlawful Chips out of the Yards.*

10. They are every Morning and every Night, at the ringing of the Bell, to repair to the Gate, and there see and observe what every Man carries out of His Majesty's Yards, and that if they find Timber or Plank that was, or might have been useful, or such as could not have been spared, to take the same away from the Party so offending, and acquaint the Officers therewith, that they may be punish'd or discharg'd as they shall think fit.

*To*

*To keep a Compter-book with the Store-keeper of all Stores issui'd.*

11. In Case of New-building or Repairing of His Majesty's Ships, they are to keep a Compter-book with the Store-keeper of all the Provisions requir'd and expended by their Warrant for each particular Service, and not themselves, or Men working under their Command, to meddle with any Timber, Plank, Mast, or any other Provision whatsoever that is or may be committed to the Trust of the Store-keeper ; to saw, hew or convert the same or any Part thereof, without the Privity of the Store-keepers to whom the Quantity of each Material must be specify'd in a Warrant from the Officers, as also the Party to whom it shall be deliver'd,

*of the Navy Office.* 137

liver'd, for what Use, and such other Circumstances, whereby the Store-keeper may be discharg'd, the Expence trac'd, and His Majesty's Provisions not wasted by a general and confus'd Expence without Warrant or Order; and forasmuch as till it is thought fit to require a true Ballance of the Store-keepers of the Expence of all Materials issu'd out to his Charge, to the End His Majesty may not have Wrong in the Expence of the said Provisions for the future, which cannot be by him alone perform'd with that Exactness as is requir'd; they are therefore to join with the said Store-keeper in the Examination of the said Expence of Deals, Iron, Timbers, or any other Material whatsoever issu'd by Warrant from the Store-keeper to themselves, Master-Joyner, Carver, &c. and all these  
of

of every Work to represent with the Store-keeper under their Hands to the Principal Officers of the Navy, whether they find the Provisions deliver'd unto the several Persons above-mention'd, be expended and employ'd in His Majesty's Works, and if not, how much they find to be embezel'd, wasted or employ'd to other Uses than they were demanded, as also whether the Materials wrought are any ways defective, or the Price demanded, exorbitant, that the Party's Bill for the same may be branded, and so His Majesty righted upon Notice given to the Principal Officers and Commissioners of the Navy.

*No Ornaments for Ships without  
Warrant for the same.*

12. They are to appoint no  
Works

*of the Navy Office.* 139

Works to be done in Reparations or Beautifying of Ships belonging unto His Majesty, without Warrant from Two or more of the Principal Officers.

*No Works to be done on Ships afloat without Warrant, &c.*

13. They are to give Warrant to no Ship on Float for any Plank, &c. till such time as they have view'd the Works to be done, and consider'd the Quantity of Provisions that may be expended about that Work, and to suffer no Carpenter working on Board the Ships to have any Boats of their own to carry or re-carry any thing on Board, or suffer them to bring them there.



THE



T H E

Clerk of the Rope-yard's

D U T Y.

*To act as Clerk of the Cheque to the Rope-maker, and charge himself with Hemp and Tow, &c.*

1.  HE same with the Clerk of the Cheque, being a Cheque to the Rope-makers in every respect as the other is to the Sail-makers and Seamen at large, only herein they differ.



differ. The Clerk of the Rope-yard being chargeable with the Hemp and Tow that is deliver'd into Store, and upon the working thereof is to deliver it as Cordage to the Charge of the Store-keeper.

*To check the Absence of the Rope-makers.*

2. He is not only to check the Men for their Absence, but also for not spinning so many Threads of such a Length, which is commonly esteem'd a Day's Labour for a Spinner, &c.

*To see the Hemp deliver'd to the Fore-man weigh'd.*

3. He is to deliver the Hemp, either to be hatchel'd or spun by Weight, to the Master-Workman

man and the rest every Morning, and to be an Eye-witness of both what is deliver'd in the whole, and to each Man in particular.

*To receive it back in Cordage and return it to the Store-keeper.*

4. He is to receive the same back again from them at Night, either in Weight or Number of Threads, and to see it carefully dispos'd of and given to the Store-keeper, till it be laid and wrought into Cordage, and deliver'd into the Store-keeper's Charge.

*To keep distinctly the Tally of Merchant Hemp, Tow, &c.*

5. He is to keep the Tallies and Account of each Merchant's Hemp

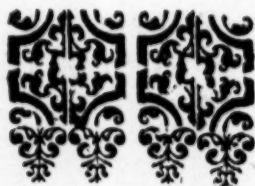
Hemp and Tow distinctly, and observe the Goodness, Waste and Expence of it in spinning and Use; and tho' it was receiv'd as good, and approv'd before the Use of it upon Survey so to be, if it shall appear to be cull'd, wet, small bound Hemp, thick Cask for Tar, or to have any other considerable Defect to certify the Officers of it, that they may take such Order about it as shall be thought fit.

*To inform the Officers what was the distinct Proceed of him, &c.*

6. He is to keep the Account of the Proceed of each Parcel of Hemp distinctly, and to be able to satisfy the Officers upon Demand, how much Cordage was made of such a Parcel of Hemp bought

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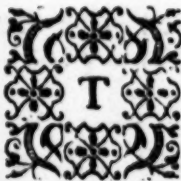
bought of such a Merchant, what  
thereof was wasted in Tow and  
what Sizes it was laid into, and  
what it advanc'd by the Tun.



THE



T H E  
Porter's D U T Y.

1.  O be constantly at the Gate, to open and shut it, for all Comers and Goers in and out of the Yards.

*To deliver the Gate to the  
Watch, &c.*

2. To deliver the Charge of the Gate, at Eight of the Clock at Night, to the Watch appointed  
H for

for that Night, and upon the going off of the same to receive his Charge back again from them.

*To Ring the Bell, &c.*

3. To ring the Bell to call and discharge the Men at the proper Hours, and to keep the Glafs turn'd, and a due Proportion of Time between every Dismission, according to the Customs of the Service, Appointment of the Officers and the Season of the Year, both for their Discharge from and calling to their Labour.

*To suffer no Man of the Work to go out of the Gate after the Ringing of the Bell.*

4. To be careful after the Bell is rung and Men come to their Work, to keep the Gate shut and lock'd,

lock'd, and not to suffer any of those that are born upon the Works that Day to depart out of the Yards, till the Bells ring them from their Labour, without Notice given to the Clerk of the Cheque to prick them for their Absence.

*To keep the Gate lock'd against Late-comers, &c.*

5. Not to suffer any Man whatsoever in Days Wages to come late, or at unseasonable Hours, in the Yard or Works, but to keep the Gate lock'd upon those that shall neglect their Appearance at the Bell ringing, but to acquaint the Clerk of the Cheque with the Absence or Late-coming of those who only seek to save their Call and shun their Labour, that he may perform his Duty in pricking them all or any Part of the

H 2

Day



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Day as they they shall appear to be absent.

*To observe all private Passages by Land or by Water, &c.*

6. To take Notice of all Back-doors or private Passages by Water in the Ship-wrights or Caulkers own Boats, or through Men's Houses, or over the Walls, &c. and observe, from Time to Time, all those that use Conveyances and neglect the common Passage of the King's Gate, and give the Clerk of the Cheque Notice thereof for their Cheque and Amendments.

*To search for and stop all unlawful Chips from being carry'd out, &c.*

7. He is to observe and search  
all

all Shipwrights, Caulker's, &c. (in the Absence of the Master-Shipwright and his Assistants) at their going from their Labour, and take from them all such Pieces of useful Timbers, Planks, Tree-nails, &c. which, under the Presence of Chips, he shall find them carrying away out of the Yards, giving Notice thereof to the Master-Shipwright and Clerk of the Cheque for their future Punishment, as shall be by them thought fit.

*To sell no Drink near the Gate, &c.*

8. He is not to meddle with the selling of any Drink in his own House near the Gate, unto any Labourer's Watchmen, or others appertaining to the Yards; so many Abuses having been occasion'd by this means; but if

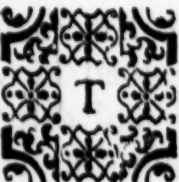
he shall desire to have the vending of any Beer, it must be only in the Summer Time and of Six Shillings Price, such as is fit to quench Men's Thirst that drink thereof, to enable them the better to perform their Labour, and not such as will distemper them, and detain them from their Labour in the King's Services, in which Case he is to be allotted Room in the Middle of the Yard, where his Beer is to be kept and publickly sold, that they may, under the Pretence of drinking, be skreen'd from the Sight of the Foreman, and so loiter away their Time, and his Majesty's Service prejudic'd thereby.





T H E  
Boatswain of the Yard's  
D U T Y.

*To be charg'd with all Petty Pro-  
visions, &c.*

1.  O be charg'd from  
the Storekeeper with  
the Cranes and all  
things thereunto be-  
longing, small Ropes,  
Malls, Saws, Wedges, Crows,  
Drags, Timbrels, Wheel-barrows,  
Scrues, Hand-pieces, and other  
H 4 Petty

Petty Provisions that shall, from Time to Time, be deliver'd to the Labourers working in the Yards ; and when the Works determine, to give an Account thereof to the Store-keeper for the King's Be-hoof.

*To attend the Master-Attendant and Shipwright, &c.*

2. He is every Morning to attend the Master-Attendant and Master-Shipwright, how and where to quarter the Men for that Day, and accordingly to see them dispos'd to their several Places and Labours, to load or unload Hoys, to receive, and issue, and dispose all manner of Provisions, and to appoint the Foreman to attend one Company, and himself another.

*To*

*To attend the Cleaning of the Dock's  
Ships, &c.*

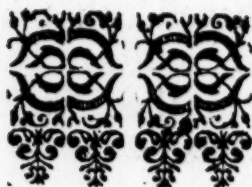
3. He is to attend the Cleaning of the Docks, and prepare Crabs, Blocks and Tackle for all or any of His Majesty's Ships that are to be launch'd or clean'd, and to take Care all such Stores be not lost or embezel'd that have been us'd in the said Service, but deliver them to the Store-keeper for future Services.

*To see the laying up all Boats, &c..*

4. To look to all Long-boats, Pinnaces, Skiffs, or other Boats of the King's, that they may be carefully laid up in a convenient Place which is appointed for them, and when any of them are us'd to acquaint the Store-keeper there-

H. 5; with,

with, and after the Service is  
pass'd, to see them laid up with-  
out Danger of sinking, bilging or  
going a-drift.



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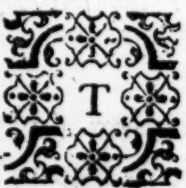
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he





THE  
Boatſwain of a Ship's  
DUTY.

*To indent to the Surveyor for all  
his Rigging and Sea-Stores.*

1.  O receive into his  
Charge by Indenture  
from the Surveyor,  
all manner of Rig-  
ging, Ground Tac-  
kle, and Stores proper to the Use  
and Service of the Ship whereof  
he is Boatſwain, and upon Receipt  
there-

thereof to dispose them for present Use or Safety against future Service, in the most provident and husbandly manner that may tend to the present Service, and at the End of every Voyage, upon Survey taken, to ballance his Expence with the Surveyor, cancel his Indenture, and deliver all Stores remaining to the Store-keeper, or else a Note under his Hand to the Store-keeper to charge himself therewith upon Occasion of succeeding Service.

*To attend the Master-Shipwright  
at the Dock, &c.*

2. He is every Morning (when the Ship is out of Commission) to attend with the rest of his Company at the Dock, to receive Command from the Master-Attendant or Master-Shipwright, where to  
em-

employ their Time and Labour for that Day for the best Behoof of His Majesty's Service, and accordingly to see the Ship-keepers, both of his own and other Ships, execute the said Commands with what convenient Speed the Service may require, in a diligent careful frugal manner.

*To keep the Ship constantly pump'd, &c.*

3. They are twice every Week, and oftner if need be, to see the Ship suck'd dry by the Pump, charging the Ship-keepers watching and attending in his Absence, to take especial Care of their Fire and Candles, and other Necessaries useful, yet subject to Casualty in the Service; they are to heat no Pitch or Tar aboard, to keep the Ship clear, and to see all

all Her Masts, Yards, Docks and Upper Works well tarr'd, and search all Leaks, all Annoyances, and preserve the Cabins, &c.

*To take his Turn in a nightly Watch with Purser and Gunner.*

4. The Boatswain, Purser and Gunners are by Agreement amongst themselves, to take their Turns in Lodging every Night on Board the Ship, that so the Trust of the Ship's Watch, the Guard of the Ship's Safety by any Casualties, may be better prevented and secur'd, the Purser and Gunner, in the Absence of the Boatswain, taking Care of what concerns his Duty, and he, in his Turn, securing by Care, in their Absence, what respects their Trusts.

*To*

*To take Care of his Ships Moorings.*

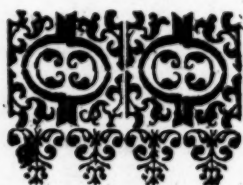
5. He is to take special Care in the safe Mooring of his Ship in the Time and Season of the Year appointed for Mooring, and wherein he doubts the Props of his Anchors, the Goodness, Size or Length of his Cable appointed for Mooring, to acquaint the Master-Attendant therewith, whose proper Duty is to take Care herein.

*To present his Expence of Stores to the Surveyor, vouch'd by his Captain and Master.*

6. He is, at the Return of the Ships from Sea, to present to Survey, or his Clerk, an Account of all his Expences, vouch'd under the Captain's and Master's Hands,  
and

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and to that End he is to cut no new Cordage or Canvas in the Voyage but with the Master's Approbation, to the end he may the better certify to what Use it was expended.

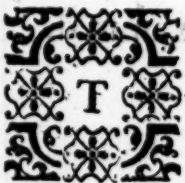


THE



THE  
Gunner's DUTY.

*To indent, and account with the  
Ordinance for Stores.*

1.  O receive by Indenture all their Provisions for Artillery, either for present Use or Store, from the Office of the Ordinance, to whom, at the Return from Sea or the End of every Voyage, they are to account for the same, and to receive the Approbation of that for  
the



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the Equity of their Expence on  
the Ballance of their Account.

*To watch on Board in his  
Turn, &c.*

2. To attend their Turns to  
lodge on Board once every Third  
Night, and take Care to the rest  
of their Company that do watch,  
be kept, and Orders observ'd, the  
Candles and Fire seasonably put  
out, the Bell duly struck, all  
Boats hal'd that pass by, and, if  
need be, stay'd and examin'd.

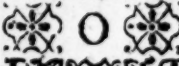


THE



THE  
Purser's DUTY.

*To get a Warrant of the Clerk of  
the Cheque for Victuals.*

- I.  Nce every Month at  
 the Muster, to pro-  
 cure a Warrant from  
the Clerk of the  
Cheque for Victuals  
for the Month ensuing for their  
Ship's Company, and deliver the  
same to the Victuallers to be sup-  
ply'd accordingly.

To

*To take his Turn to watch.*

2. To attend in Turns and lodge on Board every Third Night, and to take Care the Fire, Candles, &c. be put out in the Absence of the Boatswain, and Gunner do in his Absence.

*To see the Victuals dress'd on Board, &c.*

3. To see the Cook dress all the Company's Victuals on Board, and not suffer any Discount to be made with the Victuals or the Provisions dress'd and eat at their own Houses.

*To*

*To keep exact Account of the Entries, Discharges, Absence, Death, Runs, &c.*

4. They are to keep an exact Prick and Cheque-book of the Time with the Entry, Discharge and Attendance of all and every Man, together with their Running away, Death, and Absence of all and every of them as aforesaid, belonging to their Ship, when they are at Sea and out of that Book, make and deliver under their Hands to the Parties that are lawfully discharg'd, a Ticket which is also to be sign'd by the Captain, Master and Boatswain, containing their true Name, Entry, Office, Time of Discharge, and the Cause thereof, and at the Return of the Ship from Sea, deliver the said Book under their Hands to the Trea-

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Treasurer or other of the Principal Officers of the Navy to their Men accordingly, and to make no Stoppage upon the Ticket but what shall be for Cloaths.

*To muster every Ten Days all Persons to justify the same.*

5. They are once every Ten Days, to muster their Ship's Company, and therein to take Notice who is present, sick ashoar, dead, or run away, or left behind, or upon any occasion absent, whereby he may be able upon Demand to justify the Attendance or Neglect of the Ship's Company, and by the Book so stated ballance the Expence of the Viſuals for the Sea Time, charging the Viſualler with the Remain (if serviceable) to be spent in Ordinary upon the Return of the Ship,  
or

or deliver'd to the Victuallers Instruments to supply Part of the Re-victualling at Sea.

*To keep a Journal of the Boatswain's, Carpenter's, Gunner's Expences, &c.*

6. When the Ship, to which he belongs, is commanded to the Seas, he is to demand from the Surveyor, or the Clerk of the Survey, and the Officers of the Ordinance, true Copies of all Indentures and Proportions of Stores by them issu'd for the present Service and supply of the Ships for the Boatswain, Gunner, Carpenter, and after the Ship enters into Sea Wages, to keep an exact Journal or Compter-Book of the Expence of all Provisions to their Trust respectively, requiring the Boatswain, Gunner and Car-

Carpenter at their Perils not to cut any Cables, take down or cut up any Rigging, seal any Guns, give any Salute, repair or new-build any Cabins, Bulkhead, Store-rooms, &c. without giving Notice to him for entring the same, that he may upon each of their Accounts make a distinct Entry of the Quantity and Quality of each Material expended, specifying the Time when, the Place where, the Cause why, and the Party by whose Command the same was expended, and after the same Entry made, take the Captain's and Master's Hands to his Book to justify the Truth, and the Boatswain's, Gunner's and Carpenter's Hands to prevent all future Cavils upon the Ballance of their several Accounts.

*By Command of His*

*Royal Highness.*

*Coventry.*

*Hampton-*

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tions  
the





*Hampton-Court July 12. 1662.*

GENTLEMEN,

**B**Y the Book I lately  
sent you containing  
the Duties of His Ma-  
jesty's Officers of his  
several Ships and  
Yards, the Purfers are requir'd  
when the Ships to which they  
belong go to Sea to demand from  
the Surveyor, or his Clerk, and  
the Officer of Ordinance, true  
Copies under their Hands of each  
Officers Indenture, and Propor-  
tions of Stores by them issu'd for  
the present Service and Supply  
I of

of the Ships, to the Boatswain, Gunner and Carpenter, and to keep a Journal or Compter-book of the Expence of the said Provisions ; now in Regard the King's Service may receive Prejudice by the Pursers being absent from their Duties, in giving their Attendance for the said Copies and the Intent of the said Directions may be as well perform'd by the Pursers taking Copies of the Indentures and Proportions from the Boatswain, Gunners and Carpenters, I think fit to direct that you dispense with the Pursers from attending, for receiving Copies of the said Indentures and Proportions of the Officers of the Ordinance, Surveyor or Clerk of the Survey; and order them to take Copies of the same from the Boatswains, Gunners and Carpenters of the Ships unto which they

*of the Navy Office. 171*

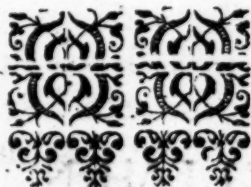
they belong, attested under their  
Hands, and by the same trace them  
in their Accounts.

I am

*Your Affectionate Friend*

*A true Copy,  
Sam. Pepys.*

JAMES.



I 2

TO



T O

The Principal Officers  
and Commissioners  
of His Majesty's Na-  
vy.

GENTLEMEN,

 HEREAS I under-  
stand that in Pursuance  
of my Letter of the  
7th of *June* last, you  
have consider'd touching the ta-  
king

*of the Navy Office.* 173

king Security of the several Pur-  
sers of His Majesty's Ships, and  
upon Conference had with the  
Vicualler of His Majesty's Navy,  
have agreed that the several Sums  
hereafter mention'd be the Penal-  
ties in which each Purser, with  
his Security, shall become bound,  
according to the Rate of the Ship  
to which he shall be appointed,  
for the Ships of the *First* Rate  
Six Hundred Pounds, of the *Se-  
cond* Five, of the *Third* Four, of  
the *Fourth* Three, of the *Fifth*  
and *Sixth* Rate Two Hundred  
Pounds each, with the Condi-  
tions Following.

*The Form of the Conditions for  
the Pursers Band, &c.*

That if the within-bound shall  
well and truly discharge the Place

of Purser in His Majesty's Ship  
— — — — — unto which he is  
appointed according to such In-  
structions as are at the Sealing  
thereof, given him seal'd with the  
Seal of the Navy Office, and at-  
tested by the Clerk of the Acts,  
and shall within Ten Days after  
the paying off of the said Ship,  
and at all other times when du-  
ly required, render and give up  
by himself, or his Steward, a true  
Account of his said Employ-  
ment, and of all the Victuals,  
Provisions and Money that are  
or shall be committed to his  
Charge; then this present Obliga-  
tion to be void and of none  
effect, or else remain in full Force  
and Virtue as before.

*Con-*

*of the Navy Office.* 175

*Confirm'd by the Duke, which being taken, are to be laid up amongst the Office-Records.*

I do hereby approve of the said Penalties and Conditions, and direct that you observe them and no other in preparing of the said Bonds, which being duly sign'd and seal'd by the Pursers and their Securities as aforesaid, you are to cause them to be safely laid up amongst the Records of your Office, and you are also to take care that before any Warrants be issu'd out as well to Pursers, as Boatswains and Carpenters, or other Officers of Ships and Yards, that a Copy of what Instructions I have or hereafter may establish, be read by the Clerk of the Acts to each respective Officer to whom they relate, and he having given  
ready



ready Promise of his Obedience, that the same be deliver'd to him, attested by the Clerk of the Acts and the Seal of your Office ; to the end he may not pretend any Ignorance in the future Neglect of his Duty.

*Where but Two Officers born in Ordinary, they to watch every other Night.*

And whereas in some of His Majesty's Ships there are not allow'd Three Officers in ordinary, whereby every Third Night each may lie on Board (as is directed by the Book of Instructions I lately sent you) I think fit to direct that the respective Officers born in ordinary on His Majesty's Ships be order'd to lie on Board  
by

*of the Navy Office. 177*  
by Turns , ~~to~~ as one of them  
may constantly lie on Board.

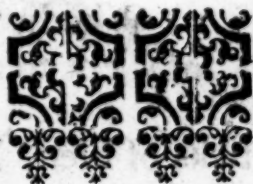
I am

*Your Affectionate Friend*

*A true Copy ,  
Sam. Pepys.*

JAMES.

**FINIS.**





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at the Black Swan and Bible  
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